

# Chapter 1

## Introduction

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### Background

Democracy means meaningful participation by the people in the public affairs. A democratic government must be sensitive to the public opinion, for which information must be made available to the people. Information and knowledge are instruments of transformation. Transparency, openness and accountability are the basic postulates of a responsive, responsible and accountable government. Effective accountability rests on the peoples' acquaintance with the information and circumstances for the decisions taken. Openness and full access to information are two pillars of any democratic state. Importance of the right to information has now been well recognized as one of the essential requirements of good governance as evident in the prescriptions provided by the international organizations such as World Bank, IMF, UNDP, OECD countries and ADB.

The Right to Information Act enacted on June 15, 2005, is an instrument to promote transparency and accountability in administration. The legislation confers on all citizens a right to seek information and correspondingly makes it the duty of the public authorities to disseminate information for better governance and accountability. The law has widest possible reach covering Central and State Governments, Panchayati Raj Institutions, local bodies and recipients of government grants but would not apply to the intelligence and security organizations except if the information relates to the allegations of corruption. It was expected that RTI Act would usher in a new era of performance and transparency to benefit the common man in the complex modern world and empower the people to judge if the government was functioning in public interest. RTI will give public-spirited people an instrument to prevent misuse of public power and funds. However, the Act has not yet reached the stage of implementation which was envisioned and one of the grey areas is proactive disclosure of information.

## ***Suo-motu Disclosure under RTI Act***

Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities proactively. It was supposed to be strongest pillar of the historic law that came into effect in 2005. It listed 17 categories of information which had to be proactively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the 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, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are 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 its policy or implementation thereof;
- (viii) 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;
- (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 of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect 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;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

Thus Section 4(1)(b) requires Public Authorities to routinely disclose information about their functions, decision-making norms, documents held, employee contacts and budgets. Sections 4(2) and 4(3) prescribes the method of dissemination. "Every public authority shall constantly endeavour to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information." Every information shall be disseminated widely and, in such form, and manner which is easily accessible to the public. However, all materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.<sup>1</sup>

The purpose of *suo-motu* disclosure is to place maximum information in the public domain on proactive basis which can easily be assessed by people without asking for the same. The idea was to cut number of RTI applications and lessen the burden on public authorities. Further, this will ensure transparency and openness in the functioning of public authorities. Since promulgation of RTI Act large amount of information relating to the functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to desired level. The major criticism against proactive disclosure is that every ministry and department is paying only lip service to section 4 and dishing out outdated information. This has given rise to a growing suspicion among the civil society groups that the government, let alone implementing section 4 of the Act, was trying to further restrict the Act.

A study commissioned by the government in 2009 and conducted by PricewaterhouseCoopers said that 75 percent of the respondents noted their dissatisfaction with the information furnished by the public authorities. This, the study

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<sup>1</sup> *ibid* Section 4(2),(3), (4)

said, is usually due to poor record-keeping within the public authorities and, therefore, becomes a crucial factor in the non-compliance of public authorities with Section 4(1)(b) of the RTI Act. Against the backdrop of continued indifference to section 4 by the public authorities, the civil society groups mounted pressure on the government to come up with a detailed guideline on section 4. It was also felt by the government that the weak implementation of the section 4 of the RTI Act is partly due to the fact that certain provisions of this have not been fully detailed and in case of certain other provision there is need for laying the detail guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI are met. In order to address the above, Government of India constituted a Task Force on  *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included, apart from officials from various ministries, representatives of civil society organisations active in the field of RTI. The mandate of the task force was to examine the provisions of section 4(l)(b) and to recommend guidelines for disclosures to be made at various levels of administration; to recommend other items which may be included for  *suo motu* disclosure; to explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure; to recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means; and to recommend guidelines for complying with the provisions under Section 4.<sup>2</sup>

Based on the report of the Task Force, the Government issued guidelines for  *suo motu* disclosure under section 4 of the RTI Act.<sup>3</sup> The Guidelines for Implementation of  *suo-motu* disclosure under Section 4 of the RTI Act, 2005 for Central Ministries / Departments issued on April 15, 2013 are on:

- *Suo motu* disclosure of more items under Section 4
- Guidelines for digital Publication of proactive disclosure under Section 4
- Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv)
- Compliance mechanism for  *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005

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<sup>2</sup> Brajesh Kumar (June 17 2013), Section 4 changes welcome addition to RTI Act,  *Governance Now*, <http://governancenow.com/news/regular-story/section-4-changes-welcome-addition-rti-act>

<sup>3</sup> Office Memorandum No. 1/6/2011-IR DoPT dated April 15, 2013

## **Guidelines on *suo motu* disclosure under Section 4 of the RTI Act**

### **A *Suo motu* disclosure of more items under Section 4**

The guidelines mandate that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities also may proactively disclose the following items under the *suo motu* disclosure provisions of Section 4:

#### **1. Information related to Procurement-**

- Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed.
- At present the limit is fixed at Rs. 10 lakh.
- In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.
- However, information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

#### **2. Public Private Partnerships-**

- If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement.
- This may include details of the Special Purpose Vehicle (SPV), detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- Information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs

and outcomes, process of selection of the private sector party may also be proactively disclosed.

- All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.
- The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed *suo motu*.

### **3. Transfer Policy and Transfer Orders –**

- Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed.
- All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.
- The guidelines would not apply to transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act.

### **4. RTI Applications –**

- All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.
- RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

### **5. CAG & PAC paras –**

- Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.
- CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

## 6. Citizens Charter-

- Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed
- Six monthly reports on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

## 7. Discretionary and Non-discretionary Grants –

- All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.
- Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.
- Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

## 8. Foreign Tours of PM/ Ministers-

- Public Authorities may proactively disclose the **details of foreign and domestic official tours** undertaken **by the Minister(s) and officials of the rank of Joint Secretary to the Government of India** and above and Heads of Departments, since 1<sup>st</sup> January, 2012.
- The disclosures may be **updated once every quarter**.
- Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.
- Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.



## **B Guidelines for digital publication of proactive disclosure under Section 4**

The guidelines provide that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a. It should be the endeavour of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer-based interface.
- b. Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c. Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d. Website should contain all the relevant Acts, Rules, forms and other documents, which are normally accessed by citizens.
- e. Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f. Under Section 4 (1) (b) (xiv) every public authority should indicate through the website t which digitally held information is made available publicly over the internet and which is not.
- g. The requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h. To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs.
- i. Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.



- j. The schedule mentioned in the 'National Data Sharing and Accessibility Policy' notified in March 2012 to make all the publically funded information readily available should be strictly adhered to.
- k. Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data should be presented in powerful visual ways using visualisation techniques. All such different media and forms should be used for proactive disclosure.
- l. Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

### **3 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective**

The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are provided in the guidelines. These are **section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”**; **Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**; **Section 4(1)(b)(xi)- “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)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

#### **A Guidelines for section 4(1)(b)(iii)- “the procedure followed in the decision-making processes, including channels of supervision and accountability”**

The major challenge under this provision is to present a simplified version of the decision-making procedure that is of interest to a common citizen. For this, the guidelines for detailing the decision-making processes are as follows:

- a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.
- b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box.
- d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

**B Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**

- The intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.
- Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, lay down norms of performance for major functions and for monitoring achievements against those standards.
- Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision-making processes as detailed earlier. All Public Authorities should proactively disclose the following:

- a. Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
- b. Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.
- c. Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d. Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines that are applicable to the goods and services that are accessible to the public.
- e. Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f. Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

**C. Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**

The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis

those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.

- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website, then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.
- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

**D. Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form**

- Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding that records /files /information that are exempted under Section 8.
- The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

**4 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act**

- Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.
- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third-party auditors on their website.
- The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.
- Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.
- Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

## **5 Nodal Officer**

Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

## **6 Annual Reports to Parliament/Legislatures**

Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

## Objectives of the Study

The Objectives of the Study are to:

- study the information disclosed by the Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha proactively under Section 4(1)(b) of the RTI Act;
- assess the quantity and quality of proactive disclosure made and compliance of mandated suo motu disclosures under Section 4 of the RTI Act therein;
- examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act by Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha;
- help identify information gaps in the proactive disclosure and areas of improvement; and
- suggest appropriate measures to foster better compliance with the provisions of the RTI Act relating to proactive disclosure and make the implementation of the guidelines more effective.

## Methodology of the Study

As the proactive disclosure is to be made by providing information to the public at regular intervals through various means of communications including internet. Further, the 2013 Guidelines for Proactive Disclosure by Department of Personnel & Training, GoI mandates that the disclosure would gradually to be made through internet. Therefore, the study involved a scrutiny of the proactive disclosure through Website of Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha and to examine how far the requirements of the RTI Act and the Guidelines have been fulfilled. For that, the information and various documents disclosed through the website were examined to find out the level and state of *suo-motu* disclosure and the extent of compliance of 2013 guidelines. Discussions with various officials involved in the implementation of the RTI Act and guidelines were also taken up.

## Chapter 2

### Audit of Proactive Disclosure under the RTI Act, 2005 by Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

**Name of Public Authority being Audited:** Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha

**Website:** <http://hindivishwa.org/>

**Date of Last Audit** --

#### 1. Organization and Function

S. No.	Item	Details of disclosure	Remark	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its	(i) Name and address of the Organization	Fully met	<a href="http://hindivishwa.org/contactUS.aspx">http://hindivishwa.org/contactUS.aspx</a>



	organisation, functions and duties [Section 4(1)(b)(i)]	(ii) Head of the organization	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a>
		(iii) Vision, Mission and Key objectives	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(iv) Function and duties	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a> <a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a> <a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> page 15
		(v) Organization Chart	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully met	<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1&amp;csgid=29">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1&amp;csgid=29</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a>
		1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)
(ii) Power and duties of other employees	Not Met			Powers and duties of the employees for deliverance of the assigned tasks must be specifically listed.
(iii) Rules/ orders under which powers and duty are derived and	Fully Met			<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a>
(iv) Exercised	Fully met			<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a>
(v) Work allocation	Not met			Allocation of work among officers and officials based on the work study in terms of man hours vis a vis quantitative and qualitative emphasis must be disclosed.

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	Partially Met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> Decision making process has been explained in brief. However, Public authority needs to provide flow chart of decision making process both vertical and horizontal with governing guidelines.
		(ii) Final decision-making authority	Fully met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(iii) Related provisions, acts, rules etc.	Partially met	<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a> Even though Relevant Act and rules have been disclosed, public authority needs to specify the particular provision, section or order through which the decision making power has been derived
		(iv) Time limit for taking a decision, if any	Not met	Time limit for taking the decision should be specifically defined and available for public view.
		(v) Channel of supervision and accountability	Not met	Channel of Supervision vertically and horizontally should be defined specifically and available for public view.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a> <a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> pg 13
		(ii) Norms/ standards for functions/ service delivery	Partially Met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a> Definite norms set for delivery of services has to be specifically mentioned. For example, any accreditation of national or International Standards

		(iii) Process by which these services can be accessed	Fully Met	<a href="http://hindivishwa.org/contentdtl.aspx?category=6&amp;cgid=26&amp;csqid=30">http://hindivishwa.org/contentdtl.aspx?category=6&amp;cgid=26&amp;csqid=30</a> - Admission process
		(iv) Time-limit for achieving the targets	Not met	Time limits for achieving the targets have to be precisely mentioned and disclosed.
		(v) Process of redress of grievances	Partially Met	<a href="http://hindivishwa.org/emailUS.aspx">http://hindivishwa.org/emailUS.aspx</a> Complaints page. However, process is not outlined.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual /instruction.	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(ii) List of Rules, regulations, instructions manuals and records.	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(iii) Acts/ Rules manuals etc.	Fully met	<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(iv) Transfer policy and transfer orders	Not applicable	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met	<a href="http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf">http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf</a> page 21 <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(ii) Custodian of documents/categories	Fully Met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
1.7	Boards, Councils, Committees and other	(i) Name of Boards, Council, Committee etc.	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a> <a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a> <a href="http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf">http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf</a> page 23

	Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(ii) Composition	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a> <a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=1</a> <a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a>
		(iii) Dates from which constituted	Not Met	Date/year from which the committees or councils have been constituted needs to be disclosed.
		(iv) Term/ Tenure	Fully Met	<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a>
		(v) Powers and functions	Fully met	<a href="http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf">http://hindivishwa.org/pdf/act/ACT_MGAHV_new_17_09_13.pdf</a>
		(vi) Whether their meetings are open to the public?	Fully met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a>
		(vii) Whether the minutes of the meetings are open to the public?	Fully met	Minutes of meetings of above committees are accessible for public subject to provisions of RTI Act. <a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf</a> page 23
		(viii) Place where the minutes if open to the public are available?	Not Applicable	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Fully met	<a href="http://www.mgahv.in/employee.aspx">http://www.mgahv.in/employee.aspx</a>
		(ii) Telephone, fax and email ID	Partially met	<a href="http://www.mgahv.in/employee.aspx">http://www.mgahv.in/employee.aspx</a> Public authority needs to disclose the updated and complete contact details of its employees.
1.9	Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees with Gross monthly remuneration	Not Met	Monthly remuneration of all the employees along with system of compensation has to be disclosed in public domain.
		(ii) System of compensation as provided in its regulations	Not met	Monthly remuneration of all the employees along with system of compensation has to be disclosed in public domain.

	[Section 4(1) (b) (x)]			
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cqid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cqid=11</a>
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cqid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cqid=11</a>
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken  (Section 4(2))	No. of employees against whom disciplinary action has been  (i) Pending for Minor penalty or major penalty proceedings	Not met	Number of employees against whom disciplinary action has been taken and what action has been taken has to be disclosed.
		(ii) Finalised for Minor penalty or major penalty proceedings	Not met	Number of employees against whom enquiry pending for Minor penalty or major penalty proceedings has to be disclosed.
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	Not met	
		(ii) Efforts to encourage public authority to participate in these programmes	Not met	
		(iii) Training of CPIO/APIO	Not met	
		(iv) Update & publish guidelines on	Not met	

		RTI by the Public Authorities concerned		
1.1 3	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Not applicable	

## 2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Not Met	
		(ii) Budget for each agency and plan & programmes	Not Met	
		(iii) Proposed expenditures	Not Met	
		(iv) Revised budget for each agency, if any	Not Met	
		(v) Report on disbursements made and place where the related reports are available	Not Met	
2.2	Foreign and	(i) Budget	Not met	

	domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not met	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Not Met	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA	
		(ii) Objective of the programme	NA	
		(iii) Procedure to avail benefits	NA	
		(iv) Duration of the programme/ scheme	NA	
		(v) Physical and financial targets of the programme	NA	
		(vi) Nature/ scale of subsidy /amount allotted	NA	
		(vii) Eligibility criteria for grant of	NA	



		subsidy		
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NA	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	NA	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Partially Met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf</a> At page 28
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Partially Met	<a href="http://hindivishwa.org/pdf/Final_RTI_Manuals_04_04_2016.pdf">http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf</a>  The above link provides a general information on concessions given by the public authority.  However, Concessions provided has to be specifically listed. Including eligibility criteria, Procedure of availing concessions, permit and other authorizations if any.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not met	

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	NA
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	NA
		a) Members of the public in policy formulation/ policy implementation	
		b) Day & time allotted for visitors	
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	Not applicable
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
(iv) Operation and maintenance manuals	NA		
(v) Other documents generated as part of the implementation of the PPP	NA		
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA		
(vii) Information relating to outputs and outcomes	NA		
(viii) The process of the selection of the private sector party (concessionaire etc.)	NA		
(ix) All payment made under the PPP project	NA		
3.2	Are the details of	Publish all relevant facts while formulating important	NA

	policies / decisions, which affect public, informed to them [Section 4(1) (c)]	policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year		
		(ii) Outline the Public consultation process	NA	
		(iii) Outline the arrangement for consultation before formulation of policy	NA	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully met	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met	
		(ii) Printed format	Not Met	Public authority needs to have printed RTI manual available at the institution. It also has to disclose on the website stating that printed RTI manual is available at the institute.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not Met	Public authority needs to disclose: Materials available free of cost for public to avail information and materials which can be accessed after paying a reasonable cost has to be separately listed and made visible for public view.
		(ii) At a reasonable cost of the medium	Not met	

**4. E. Governance**

Sl.No	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
		(ii) Vernacular/ Language Local	Partially met	Website in Hindi, But RTI Manual is available only in English. Public authority needs to provide information in RTI Manual/Information handbook in Hindi as well.
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Not Met	Public authority needs to disclose the last date of updation of the RTI Manual.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met	<a href="http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf">http://hindivishwa.org/pdf/Final RTI Manuals 04 04 2016.pdf</a> page 29
		(ii) Name/ title of the document/record/ other information	Fully Met	
		(iii) Location where available	Fully Met	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Not met	Public authority needs to disclose details about the information facilitation center (if any) for citizen to obtain information under RTI.
		(ii) Details of information made available	Not met	
		(iii) Working hours of the facility	Not met	
		(iv) Contact person & contact details (Phone, fax email)	Not met	
4.5	Such other information as	(i) Grievance redressal mechanism	Partially Met	<a href="http://hindivishwa.org/emailUS.aspx">http://hindivishwa.org/emailUS.aspx</a> provides for lodging of complaint. Mechanism is not detailed

may be prescribed under section 4(i)(b)(xvii)	(ii)	Details of applications received under RTI and information provided	Not Met	
	(iii)	List of completed schemes/ projects/ Programmes	Fully Met	Provided in the Annual report <a href="http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.">http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.</a>
	(iv)	List of schemes/ projects/ programme underway	Fully Met	Provided in the Annual report <a href="http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.Pdf">http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.Pdf</a>
	(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met	
	(vi)	Annual Report	Fully met	<a href="http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.Pdf">http://www.mgahv.in/Pdf/gen/gen2019/Annual_Report_18_19_eng.Pdf</a>
	(vii)	Frequently Asked Question (FAQs)	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a>
	(viii)	Any other information such as	Not met	Public authority needs to disclose its Citizen's Charter, Result Framework document, six monthly reports on the performance against the benchmarks set in citizen's charter.
		a) Citizen's Charter		
		b) Result Framework Document (RFD)	Not met	
		c) Six monthly reports on the	Not met	
	d) Performance against the benchmarks set in the Citizen's Charter	Not met		

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Not met	<a href="http://hindivishwa.org/pdf/cumulative.pdf">http://hindivishwa.org/pdf/cumulative.pdf</a> old data. the annual and quarterly reports uploaded are for the period from 2009-2012. After that data not available
		(ii) Details of appeals received, and orders issued	Not met	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked, and replies given	Not met	

#### 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met	<a href="http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11">http://hindivishwa.org/contentdtl.aspx?category=1&amp;cgid=11</a> <a href="http://www.mgahv.in/pdf/order/order2019/pio_list_27_03_2019.Pdf">http://www.mgahv.in/pdf/order/order2019/pio_list_27_03_2019.Pdf</a>
		(ii) Details of third-party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	Not met	Details of the third-Party audit has to be made available in the public domain. Previous years audit report has to be uploaded.
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment (b) Name & Designation of the officers	Not Met	The details of the appointment made and name and designation of officers has to be visible on the website.

	(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted (b) Name & Designation of the officers	Not met	CIC guidelines require Public Authority of constitute a committee of key stake holders to consult and seek advice on suo moto disclosure. Public authority needs to disclose the date from which such committee was constituted along with Name & Designation of the officers.
	(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not met	Committee of PIOs/FAAs with sound experience on RTI has to be constituted. It shall be the responsibility of the committee to identify the frequently sought information from the Public Authority. Dates from which the committee was constituted along with details of committee members must be disclosed.

## 6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Partially Met	Information pertaining to budget, tenders, remuneration etc needs to be provided
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not Met	



Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)			
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## Chapter 3

### Conclusions and Recommendations

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#### Major Findings

1. The information required under seventeen categories of Information under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory. Needs improvement in certain categories.
2. In both quantity and quality of information disclosure needs to be improved. Disclosure in certain aspects is incomplete and partial. That needs to be updated.
3. The information in categories added by the *suo-motu* disclosure guidelines is lacking. The compliance of the new guidelines on *suo-motu* disclosure requires certain more aspects to be met and the information need to be presented in citizen friendly manner.
4. Information is not being updated regularly. In certain categories like annual and quarterly reports relating to RTI are old, for the period 2009-2012. After that information has not been uploaded. Thus, updation of Information is a major issue with proactive disclosure of Information. The information requires regular updation atleast annually and the date of updation of each page must be indicated on the website.
5. Information is presented in very technical manner which needs simplification from user's perspectives especially in relation to the norms, rules and regulations pertaining to the working of the organization.
6. The Act requires that information should also be disclosed in Hindi and vernacular language besides English. The website in Hindi exists, but at present the information under proactive disclosure is mostly available in English.

#### Recommendations

**For better implementation of the *Suo-motu* disclosure of information following steps are required to be taken:**

1. The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.

2. Endeavour should be made that all publically funded information should be readily available and easily understandable format.
3. Website disclosure should be complete and easily accessible. The orders of the Public Authority and other proactively disclosed information should be uploaded immediately after it has been issued.
4. The grouping and categorization of the information should be proper. Most of the information is available on website but needs to be collated in proper manner.
5. All the Acts, Rules, regulations, orders, which specify the norms for discharge of functions have been disclosed, but they are to be categorized properly. Further these should be presented in simple and easy manner and linked to decision-making process.
6. The public authority should make efforts to collect the large quantum of information and digitalize which is still not there on the website. At present the information relating to power and duties, decision making process, budget, contacts & procurement, RTI reports, Citizen Charter, CAG/PAC paras, parliament questions, grievance redressal mechanism, etc have not been uploaded on the website. The same should be uploaded at the earliest in simple format for easy understanding.
7. To maintain the reliability of information, timely updating of the information is must. Therefore, it is required that a system is created for automatic updation of information, based on key word outputs. The date of last updation should be displayed on the website. Different media and forms should be used for proactive disclosure.
8. Besides uploading the original documents there is also need to present the information from the user's perspective in a simplified manner. Different media and forms like flow charts, tabular presentation should be used for proactive disclosure.
9. The elements of information required to be proactively disclosed under section 4(1)(b) are inter-related the endeavor should be made to disclose them in an integrated manner. The functions, powers, responsibilities, rules, regulations and decision-making process are interconnected and are difficult to understand in isolation; therefore endeavor should be made to present these in integrated manner.
10. The chapter on RTI Act in the annual report of the organisation should include the details about the compliance with the proactive disclosure guidelines.

**(Sapna Chadah)**