



No.A-43020/01/2014-RTI  
Government of India / Bharat Sarkar  
Ministry of Home Affairs / Grih Mantralaya  
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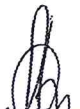
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North Block, New Delhi  
dated the ....., 2014  
13 FEB 2014

**OFFICE MEMORANDUM**

**Subject: Proactive disclosure under section 4 of the Right to Information Act, 2005 - reg.**


The undersigned is directed to circulate the copy of the communication/RTI application received from Shri Maniram Sharma for taking necessary and appropriate action.

  
(Srinivas Pradhan)  
Deputy Secretary(E)  
Tel. No.23094790


Encl.: As above.


To

All Divisions and the CPIOs in MHA ( including DOL/DOJ)  
(As per list enclosed)

  
17.2.14

~~hs (MHA)~~

  
Hh



Dy No - 255/US/M/M-IV  
17/02/2014

**ACTION HISTORY OF RTI REQUEST No.MHOME/R/2013/62006****Applicant Name** MANIRAM SHARMA**Text of Application** as per attachment**Reply of Application**

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	15/12/2013	Nodal Officer	
2	RTI REQUEST APPLICATION RETURNED TO APPLICANT	16/01/2014	Nodal Officer	The applicant has provided many valuable suggestions, which has been noted and will be circulated to the Divisions concerned for appropriate action. However, this Ministry has taken every necessary and appropriate action for proactive disclosure of the requests and appeals etc. as per the provisions of the act.

Print

PIO

Kindly provide me the following information:

Please provide me the following information on compliance by Public Authority (through a focused and specific reply on all points/columns) with guidelines issued by DOPT on section 4 of RTI Act as under :

S.N.	Particulars	Position of compliance as on date	Tentative Date of full compliance
1	X 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.		
2	X 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.		
3	X ORDERS of the public authority SHOULD BE UPLOADED ON THE WEBSITE IMMEDIATELY after they have been issued.		
4	X Websites should have detailed directory of key contacts, details of officials of the Public Authority.		
5	X Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc.		
6	X Every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.		
7	✓ ALL GOVERNMENT OFFICERS HAVE TO FOLLOW LAID DOWN OFFICE PROCEDURE MANUAL OR THE OTHER RULES which gives details of how representations, petitions and applications from citizens must be dealt with.		
8	The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.		
9	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.		
10	Laying down individual responsibility for providing the goods and services (WHO IS RESPONSIBLE		

	FOR DELIVERY/IMPLEMENTATION AND WHO IS RESPONSIBLE FOR SUPERVISION).		
11	Data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that are exempted under Section 8.		
12	The Action Taken Report on the compliance of these guidelines should be sent, along with the URL link, to the DoPT and Central Information Commission soon after the expiry of the initial period of 6 months		
13	Proactive disclosure should be done in local language so that it remains accessible to public.		
14	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.		
15	Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.		
16	Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc.		
17	The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly.		
18	Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, are good examples of vehicles created for laying down norms of performance for major functions and for monitoring achievements against those standards.		
19	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.		
20	Every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials. The challenge is to present a simplified version of the decision-making procedure that is of interest to a		

	common citizen.		
21	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.		
22	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.		

15.12.13

Speed Post  
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No.18015/12/2014-NM.IV  
Government of India  
Ministry of Home Affairs  
Naxal Management Division  
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North Block,  
New Delhi -110001  
Dated 26<sup>th</sup> March, 2014

To  
Shri Mani Ram Sharma,  
Chairman, Indian National Bar Association  
Behind Roadways Depot,  
Sardar Shahr,  
District-Churu,  
Rajasthan-331403.

**Subject: - Proactive disclosure under section 4 of the Right to Information Act, 2005- regarding.**

Sir,  
Please refer to your RTI application dated 15.12.2013 for providing information to you on the said application under Right to Information Act, 2005.

2. The information pertaining to on line RTI is already updated on the website, however, the valuable suggestion given has been noted and appropriate action will be taken as per the provisions of the act.

3. Appeal u/s 19 (i) with reference to this reply lies with Shri M. A. Ganapathy, Joint Secretary (NM), MHA, Room No. 193, A/I, North Block, New Delhi-1.

Yours faithfully,

(K. S. Kusala Kumar)  
CPIO & Deputy Secretary to the Govt. of India  
Tele: 2309 2506

Copy to:-

V.K. Rayan

1. Shri Srinibas Pradhan, DS (E.) & CPIO, North Block, New Delhi.
2. Shri S. Samanta, Under Secretary, RTI, MHA, North Block, New Delhi.

27.3.14

Please issue RAI

27 MAR 2014

