

RTI REQUEST DETAILS

Registration No. :	MHOME/R /2014/60459	Date of Receipt :	17/02/2014
Type of Receipt :	Online Receipt	Language of Request :	English
Name :	MANIRAM SHARMA	Gender :	Male
Address :	BEHIND ROADWAYS DEPOT, SARDARSHAHAR, DIST CHURU RAJ, Pin:331403		
State :	Rajasthan	Country :	India
Phone No. :	+91-1564224652	Mobile No. :	+91-9460605417
Email :	maniramsharma@gmail.com		
Status(Rural/Urban) :	Details not provided	Education Status :	Details not provided
Is Requester Below Poverty Line ? :	No	Citizenship Status :	Indian
Amount Paid :	10	Mode of Payment :	Payment Gateway
Mode(s) of information Supply :	Hard Copy		
Does it concern the life or Liberty of a Person ? :	Details not provided.	Request Pertains to :	AVADHESH KUMAR MISHRA, DIR(OL)
Information Sought :	As per attachment		

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Department of Official language
Ministry of Home Affairs,
New Delhi

Please provide me the following information on compliance by Public Authority (through a focused and specific reply on points 1-22) with guidelines, which was required to be complied within 6 months, (<http://www.cic.gov.in/GuidelinesOnProActive.pdf>) issued by DOPT on section 4 of RTI Act as under :

S.N.Particulars Position of compliance as on date

1All 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.

2Ensure 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.

3ORDERS of the public authority SHOULD BE UPLOADED ON THE WEBSITE IMMEDIATELY after they have been issued.

4Websites should have detailed directory of key contacts, details of officials of the Public Authority.

5Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc.

6Every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

7ALL 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.

8The 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.

23. Please provide copies of all URLs regarding compliance with above guidelines

24. Name of the official Responsible for compliance with above guidelines

25. Copy of tentative programme for compliance with above guidelines

15.02.14

ACTION HISTORY OF RTI REQUEST No.MHOME/R/2014/60459

Applicant Name MANIRAM SHARMA
Text of Application As per attachment
Reply of Application Suggestions have been noted for compliance.

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	17/02/2014	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	17/02/2014	Nodal Officer	Forwarded To : AVADHESH KUMAR MISHRA, DIR(OL)
3	REQUEST DISPOSED OF	21/02/2014	AVADHESH KUMAR MISHRA, DIR(OL)-(CPIO)	

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