

**Audit of Proactive Disclosure of Information by  
Ministry of Information & Broadcasting,  
Government of India**

# **Report**



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**Submitted to  
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# Chapter-I

## Introduction

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### **Background**

The website of Ministry of Information and Broadcasting was scanned for carrying out the Third Party Audit on pro-active disclosures under Section 4 of the Right to Information Act, 2005. Department of Personnel and Training have issued various communications containing various decisions/instructions to all Public Authorities regarding *suo-motu* disclosure of Information.

The study has been carried out keeping in view the Guidelines and various decisions conveyed by the Department of Personnel and Training in this regard. The following instructions have been kept in mind while carrying out Third Party audit.

The Right to Information Act, 2005 was enacted with a view to promote transparency and accountability in administration. The legislation confers on all Indian citizens a right to seek information and corresponding duty of the Public Authorities to disseminate information for better governance and accountability to the governed. The RTI Act aims at preventing misuse of public power and funds.

**A.** Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities pro-actively. This is a revolutionary and historic law that came into effect in 2005. It lists 17 categories of

information which had to be pro-actively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) The particulars of its organisation, functions & duties
- (ii) The powers & 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

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

Suo motu disclosure of more items under Section 4 Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information suo motu to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the following items also 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. All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30th November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30th March, 2012 on