

Third Party Audit of Proactive Disclosure of  
Information by Ministry of Information &  
Broadcasting, Including the Office of  
Chief Controller of Accounts,

Government of India

# Report



सत्यमेव जयते

Submitted to  
Ministry of Information & Broadcasting,  
Including the office of Chief Controller of Accounts,  
Government of India  
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# Chapter-I

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## Introduction

### 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 organization, 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 board councils, committees and other bodies are open to 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 authorizations 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 contract 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 30<sup>th</sup> November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30<sup>th</sup> March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4. At present the limit is fixed at Rs. 10.00 lakhs. 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), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(I)(d) and

8(1)(j) of the RTI Act would not be disclosed *suo motu*. Further, 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.

### **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. These guidelines would not be applicable in cases of 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. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **4. RTI Applications**

- All Public Authorities shall proactively disclose RTI application 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.

### **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. However, 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.

## **5. Citizen Charter**

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

## **6. 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.

## **7. Foreign Tours of PM/Ministers**

- A large number of RTI queries are being filed on official tours undertaken by Ministers or officials of various Government Ministries/Departments. The disclosure in this regard are updated regularly.
- As per DOPT's OM No. 1/8/2012-IR dated 11/9/2012, 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 1st 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 organizations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

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

- Section 4 lays down that information should be provided through many mediums depending upon the level of the public authority and the recipient of information (for example, in case of Panchayat, wall painting may be more effective means of dissemination of information), and that more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for disclosure.
- The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. 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 endeavor 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. The 'Electronic Delivery of Services Bill, 2012' under formulation in Government of India would provide the necessary impetus.
  - b) Websites should contain detailed information from the point of origin



to the point of deliver 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) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every Public Authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. The website should therefore indicate which digitally held information is made available publicly over the internet and which is not.
- g) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that 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, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.
- i) Information must be presented from a user's perspective, which may require rearranging 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 'National Data Sharing and Accessibility Policy' by the Department of Science and Technology is based on the principle that all publicly funded information should be readily available. The policy has been notified in March, 2012 and the schedule 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 can, for instance,

be presented in powerful visual ways using visualization techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc. may be more useful. There have been moves in some parts of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.

- i) 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)'.

#### **D. 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. For example, the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must Endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.
- Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are given below:
  - Guidelines for section 4(1)(b)(iii) - "the procedure followed in the decision-making processes, including channels of supervision and accountability".
  - All government departments have specific duties and responsibilities under the respective Allocation of Business Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement

are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every Public Authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB would be linked to a specific decision-making chain. 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. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

- Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.
- In view of the above, 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. The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.
  - 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.
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- Guidelines for Section 4(1)(b)(iv) - "the norms set by it for the discharge of its functions".
  - Primarily, 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, are good examples of vehicles created for laying 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:

- Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
  - 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.
  - 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.
  - 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.
  - 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.
  - Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).
- 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-a-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.
- Guidelines for Section 4(1)(b)(xiv) - details in respect of public authorities information, available to or held by it, reduced in an electronic form.
  - On the one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them. For example the stocks of ration available with individual fair price shops may not be held by the District Civil Supplies office, but may be available at a subordinate formation.
  - 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 those 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.

#### **E. 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.
- Proactive disclosure as per these guidelines would require collating a large quantum of information and digitizing it. For this purpose, Ministries/ Public Authorities may engage consultants or outsource such work to expeditiously comply with these guidelines. For this purpose, the plan/non-plan funds of that department may be utilized.
- 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.
- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. 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. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.
- 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.

## **F. 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.

## **G. 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.

## **H. Placing details of Current Earlier CPIOs FAAs on the websites of Public Authorities**

- DOPT OM No. F.No.1/2/2016-IR dated 17<sup>th</sup> August, 2016 has requested all the Public Authorities to publish in their website the details of all such officers designated as CPIOs/FAAs during different periods, beginning from 1st January, 2015 till date and keep it



✓ updating from time to time In order to avoid any hardship to CPIOs/FAAs.

## **The objectives of the Study**

The Objectives of the Study is based on above guidelines, the Section 4(1)(b) requirement in relation to what has been put in public domain through website. The aim is to:

1. Study the information disclosed by the Ministry of Information and Broadcasting proactively under Section 4(1)(b);
2. Examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act, 2005 by Ministry of I&B;
3. See the quality of proactive disclosure made under the Act and the guidelines from layman's point of view; and
4. Suggest measures for better and effective compliance and Implementation of Section 4 of RTI Act, relating to pro-active disclosures.

## **Method of Study**

The website of the Ministry of Information & Broadcasting including of the office of Chief Controller of Accounts has been studied to analyses the information provided on the Website. Various information was examined to see the *suo motu* and proactive disclosure and the extent of its implementation.

## Chapter II

**Audit of Proactive Disclosure under the RTI Act, 2005**  
**By Ministry of Information & Broadcasting, Including the office of Chief Controller of Accounts**  
**Government of India, Shastri Bhavan, New Delhi -110001**

**Name of the Public Authority being audited:** Ministry of Information & Broadcasting, including the office of Chief Controller of Accounts, Govt. of India.

**Website:** <http://mib.nic.in>

S.No.	Parameter	Information Disclosed	Qualitative Observation/ Remarks
<b>A. Information to be disclosed under Section 4(1)(b) of the RTI Act, 2005</b>			
1.	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	<ul style="list-style-type: none"><li>• Name and Address of the organization</li><li>• Head of organization</li><li>• Key objectives</li><li>• Functions and Duties</li><li>• Organization Chart</li></ul>	
2.	The powers & duties of its officers and employees [Section 4(1)(b)(ii)]	<ul style="list-style-type: none"><li>• Powers and Duties of Officers – different sections and work allocation, official responsible (Administrative, financial &amp; Judicial).</li><li>• Powers and duties of other</li></ul>	

		<p>employees</p> <ul style="list-style-type: none"> <li>Rules/Orders under which power and duties are derived and exercised are laid in easy and understandable manner.</li> </ul>	
3.	<p>The procedure followed in the decision making process, including channels of supervision and accountability. [Section 4(1)(b)(iii)]</p>	<ul style="list-style-type: none"> <li>Process and channel decision making</li> <li>Final decision making authority</li> <li>Process of making decision</li> </ul>	
4.	<p>The norms set by it for the discharge of its functions. [Section 4(1)(b)(iv)]</p>	<p>Through Citizen's Charter adopted by the Ministry in 2017-18 the following information is disclosed</p> <ul style="list-style-type: none"> <li>✓ Nature offered</li> <li>✓ Norms/ standards functions/ service delivery</li> <li>✓ Process services can be availed</li> <li>✓ Time-limits for achieving the target</li> <li>✓ Process of grievance redressal system</li> </ul>	<p>The data requires periodic review and updation. Certain details in the List of Responsibility Centers and Subordinate Organizations need updation.</p>

5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its	Act and Rules have been categories and are available under one Tab that is "Act and Rules"	Majority of the Rules and regulations are available in English; Many of them are also available in Hindi. As the Act/Rules are difficult to understand there is a need to provide a summary of the same in simple language for easy understanding of the general public.
6.	A statement of the categories of documents that are held by it or under its control [Section 4(1)(b)(vi)]	Partial Document is uploaded under RTI section.	
7.	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 [Section 4(1)(b)(vii)]	No information available.	There is need to provide relevant rules, circulars etc. providing for such consultation and the process and arrangements adopted for the purpose.
8.	A statement of the boards, councils, committees and	Partial information is available. Though they have	The Composition of all the committees needs to be

	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 [Section 4(1)(b)(viii)]	provided as much as they can.	disclosed.
9.	A directory of its officers and employees (Section 4(1)(b)(ix))	Wing-wise Directory of officers is available up to Secretary level.	Updated directory of all employees has been disclosed in the website of MIB. However documents needs updation at regular interval.  A link needs to be provided in the RTI manual so that the information is available easily so that layman doesn't have to search for the information in Website. Needs uploading.
10.	The monthly remuneration received by each of its officers	No information available.	

	and employees, including the system of compensation as provided in its regulations [Section 4(1)(b)(x)]		
11.	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)(xi)]	Under Budget, Detailed Demands of Grant has been uploaded. outcome/performance budget uploaded for the year 2019-20	This does not include the particulars of Plans, proposed expenditure and reports on Disbursement made. Information needs updation
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1)(b)(xii)]	Not applicable - there are no subsidy programmes as per Budget.	To be specified explicitly.
13.	Particulars of recipients of concessions permits or authorizations granted by it [Section 4(1)(b)(xiii)]	Not applicable	
14.	Details in respect of the	Disclosure incomplete	Need Updation

)	information, available to or held by it, reduced in an electronic form [Section 4(1)(b)(xiv)]	Disclosure does not meet the requirement of the Section 4(1)(b) (xiv) of the RTI Act.	
15.	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[Section 4(1)(b)(xv)]	Facilitation Centre has been nomenclurated as Right to Information in the manual.	
16.	The names, designations and other particulars of the Public Information Officers [Section 4(1)(b)(xvi)]	<p>Names of CPIOs and Appellate Authorities have been given as on 29<sup>th</sup> April 2019</p> <p>Their contact details including phone numbers have been given. Email address of the CPIO &amp; AA exist in post cases.</p> <p>Subject matter and their jurisdiction have been</p>	The list is required to be updated at regular intervals.

		disclosed	
) 17.	Such other information as may be prescribed; and thereafter update these publications every year [Section 4(1)(b)(xvii)]	All possible reports available.	Annual Report though available at different place in Website, may be put under the chapter Annual Returns.



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**B. Additional Category of Information to be disclosed under guidelines -  
Suo Motu disclosure of more items under Section 4**

18.	Information related to Procurement	Disclosure is complete	<ul style="list-style-type: none"> <li>- Final awards of all contracts of value of Rs.10.00 lakhs or more should be uploaded on website.</li> <li>- In case the Procurement is through DGS&amp;SD rate contract or through Kendriya Bhandar NCCF final award details are to be published</li> </ul>
19.	Public Private Partnership	NIL	
20.	Transfer Policy and Transfer Orders	Disclosure is complete	Transfer policy of different cadres has not been disclosed. Policy to include the criteria of transfer of employee, inter-cadre, rotational transfer of staff and officers in Ministry/ Media units, etc.

21.	RTI Applications	Information disclosed.	
22.	CAG & PAC Para's	NIL- not applicable	
23.	Citizen's Charter	Citizen Charter 2017-18 uploaded	
24.	Discretionary & Non-discretionary Grants	Not available	To be indicated specifically about the availability.
25.	Foreign/ Domestic Tour of Ministers/ Officials	Not disclosed	The disclosure to be updated once every quarter.(DoPT OM No.1/8/2012-IR dated 11/9/2012).The disclosure in this regard are updated regularly.
26.	Form of accessibility of Information Manual/Handbook u/s 4(1)(b)	Electronic format	Need to collect and collate and digitize the large information which is still not available on the website.  There is a need to inform public about the information which is still not held by the department in electronic form and how that information can be accessed by the citizens.

			The information is scattered all over the Website which has to be in one place i.e. under "RTI Disclosure."
27.	Language in which Information Manual/ Handbook available.	English only that too incomplete.	The Information Manual/ Handbook has to be made available minimum in two languages i.e. English and Hindi.
28.	When was the Information Manual/ Handbook last updated?	Not available. Information not updated regularly.	Moreover, the Information Manual contains only 50 pages, though the index indicate the chapters contained as per section 4(1)(b).
29.	Dissemination of information widely and in such form and manner which is easily accessible to the public (Section 4(3))	Disclosure through website only.	
30.	Placing details of current I earlier CPIOs I FAAs on the	Details of CPIO/ FFA is available as	Details of earlier CPIO/ FFA needs to be Updated. The latest

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	websites w.e.f. January 2015.	per order dated 29 <sup>th</sup> April 2019	order related to appointment of CPIO's /AA has been uploaded on the website.
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# Framework for *Suo Moto* Disclosure of office of Chief Controller of Accounts under RTI Act 2005

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1. Organization & Functions			
S.No	Item	Details of Disclosure	
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	i. Name and address of the Organization	O/o Chief Controller of Accounts, Pr. Accounts Office, Room No. 703-A, A-wing, Shastri Bhawan, New Delhi-110001
		ii. Head of the organization	Chief Controller of Accounts
		iii. Vision, Mission and Key objectives	<p>Vision : As a professional accounting organization, our vision is to strengthen governance through excellence in public financial management.</p> <p>Mission :</p> <ul style="list-style-type: none"> <li>i. Administer a effective, credible and responsive system for budgeting, payment and accounting.</li> <li>ii. Provide a world class, robust governance – wide integrated financial information system.</li> <li>iii. Develop new paradigms of internal audit for improved transparency and accountability.</li> <li>iv. Leverage Information and Communication technology to achieve intended goals.</li> <li>v. Promote professional integrity through a dedicated workforce committed to service ethos.</li> </ul>
		iv. Function and duties	<p>As per Para 1.2.2 of Civil Accounts Manual, the Chief Controller of Accounts for and on behalf of the Chief Accounting Authority is responsible for :-</p> <ul style="list-style-type: none"> <li>a) Arranging all payments through the Pay and Accounts Offices/Principal Accounts</li> </ul>

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			<p>Office except where the Drawing and Disbursing Officers are authorized to make certain types of payments.</p> <p>Note: Any addition proposed to the list of cheque drawing D.D.Os included in the Scheme of Departmentalization of Accounts of a ministry/ Department would require the specific approval of the Controller General of Accounts, Ministry of Finance.</p> <p>b) Compilation and consolidation of accounts of the Ministry/ Department and their submission in the form prescribed, to the Controller General of Accounts; preparation of Annual Appropriation Accounts for the Demands for Grants of his Ministry/Department, getting them duly audited and submitting them to the CGA, duly signed by the Chief Accounting Authority.</p> <p>c) Arranging internal inspection of payment and accounts records maintained by the various subordinate formations and Pay and Accounts Offices of the Department and inspection of records pertaining to transaction of Government Ministries / Departments, maintained in Public Sector Banks.</p> <p>As per Para 1.2.3 of Civil Accounts Manual, Principal Accounts Office in New Delhi functions under a Principal Accounts Officer who is responsible for : -</p> <p>a) Consolidation of the accounts of the Ministry/Department in the manner prescribed by CGA;</p> <p>b) Preparation of Annual Appropriation Accounts of the Demands for Grants controlled by that Ministry/Department, submission of Statement of Central Transactions and material for the Finance Account of the Union Government(Civil) to the Controller General of Accounts;</p> <p>c) Payment of loans and grants to State Government through Reserve Bank of India, and wherever this office has a drawing account payment there from to Union Territory Government/ Administrations;</p> <p>d) Preparation of manuals keeping in view the objective of management accounting system if any, and for rendition of technical advice to Pay and Accounts Offices, maintaining necessary liaison with CGA's Office and to effect overall coordination and control in accounting matters;</p> <p>e) Maintaining Appropriation Audit Registers for the Ministry/ Department as a whole to watch the progress of expenditure under the various Grants operated on by the</p>
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			Ministry/Department; Principal Accounts Office/Officer also performs all administrative and coordinating function of the accounting organization and renders necessary financial, technical, accounting advice to department as well as to local and outstation Pay & Accounts offices.
			<p>The overall responsibilities of Departmental Accounting Organization in respect of Ministry of Information and Broadcasting are:-</p> <ol style="list-style-type: none"> <li>i) Consolidation of monthly accounts of</li> <li>ii) Annual Appropriation Accounts.</li> <li>iii) Statement of Central Transactions.</li> <li>iv) Ministry and its submission to the CGA.</li> <li>v) Annual Appropriation Accounts.</li> <li>vi) Statement of Central Transactions.</li> <li>vii) Preparation of "Accounts at a Glance".</li> <li>viii) Union Finance accounts which are submitted to the CGA, Ministry of Finance and Principal Director of Audit.</li> <li>ix) Payments of grants-in-aid to Grantee Institutions / Autonomous Bodies etc.</li> <li>x) Rendering technical advice to all PAOs and Ministry; if necessary in consultation with other organization like DOPT, Ministry of Finance and CGA etc.</li> <li>xi) Preparation of Receipt Budget.</li> <li>xii) Preparation of Pension Budget.</li> <li>xiii) Procuring and supplying of cheque books for and on behalf of PAOs/Cheque drawing DDOs and Personal Deposit Account Holder.</li> <li>xiv) Maintaining necessary liaison with Controller General of Accounts office and to effect overall co-ordination and control in accounting matters and accredited Bank.</li> <li>xv) Verify and reconcile all receipts and payments made on behalf of Ministry of Information and Broadcasting through the accredited Bank.</li> <li>xvi) Maintaining accounts with Reserve Bank of India relating to Ministry of Information and Broadcasting and reconciling the cash balances.</li> <li>xvii) Ensuring prompt payments.</li> <li>xviii) Speedy settlement of Pension/Provident fund and other retirement benefits.</li> <li>xix) Internal Audit of the Ministry, subordinate and attached offices under Ministry of</li> </ol>

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			<p>Information and Broadcasting and its Grantee institutions, etc.</p> <p>xx) Making available accounting information to all concerned authorities.</p> <p>xxi) Budget co-ordination works of Ministry of Information and Broadcasting.</p> <p>xxii) Monitoring of New Pension Scheme and pension revision cases of Pre-2016 and Pre-2006 retirees.</p> <p>xxiii) Computerization of Accounts and e-payment.</p> <p>xxiv) Administrative and co-ordination function of the accounting organization.</p> <p>xxv) Roll out of PFMS under Central Sector Schemes including Grantee Institutions.</p>
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		v. Organization Chart	<p style="text-align: right;">EXHIBIT - 'A'</p> <p style="text-align: center;"><b>ACCOUNTING ORGANIZATION SETUP IN MINISTRY OF INFORMATION AND BROADCASTING</b></p> <pre> graph TD     Sec[SECRETARY (Ministry of Information and Broadcasting) Chief Accounting Authority]     CGA[Controller General of Accounts (Ministry of Finance)]     JS[JOINT SECRETARY &amp; FINANCIAL ADVISER]     CCA[CHIEF CONTROLLER OF ACCOUNTS]     COA[CONTROLLER OF ACCOUNTS]     DCA[DEPUTY CONTROLLER OF ACCOUNTS]     PrAO1[Pr. AO (Administration)]     PrAO2[Pr. AO (Budget &amp; Accounts)]     PrAO3[Pr. AO (Internal Audit)]     PAOs[1) PAO (MS) New Delhi 2) PAO (BOC etc.) New Delhi 3) PAO (IRLA) New Delhi 4) PAO (DD) Nagpur 5) PAO (FD) Mumbai 6) PAO (DD) Chennai 7) PAO (AIR) Lucknow 8) PAO (DD) Kolkata 9) PAO (DD) New Delhi 10) PAO (DD) Guwahati 11) PAO (AIR) Chennai 12) PAO (AIR) Kolkata 13) PAO (AIR) Mumbai 14) PAO (AIR) New Delhi]      Sec --&gt; JS     CGA --&gt; JS     JS --&gt; CCA     CCA --&gt; COA     COA --&gt; DCA     DCA --&gt; PrAO1     DCA --&gt; PrAO2     DCA --&gt; PrAO3     PrAO1 --&gt; PAOs     PrAO2 --&gt; PAOs     PrAO3 --&gt; PAOs   </pre> <p style="text-align: center;">A 3</p>
		vi. Any other details- the genesis, inception, formation	NIL

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		of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	
1.2	Power and duties of officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officer (administrative, financial, judicial)	Sh. Binod Kumar, Chief Controller of Accounts - Declared as Head of Department vide Ministry of Information & Broadcasting Order No. F. No. 3/4/2018-Fin-II dated 11.09.2018 and powers delegated vide same order.
		(ii) Powers and duties of other employees	i) Sh. M.C. Dagar, Sr.AO (Head of Office- Pr. Accounts Office) vide O/o CCA, Pr.AO, OM No. Pr.AO(A)/I&B/DFP/2015-16/Vol-ii/3494 dated 14.03.2017 ii) Sh. Chander Sain , Sr.AO, Budget& Accounts iii) Sh. Shailesh Bhatnagar, AO, Internal Audit Wing (HO) iv) Sh. Jitendra Kumar Singh, AAO(Estt.) & DDO
		(iii) Rules/ orders under which powers and duty are derived and	Administrative Powers: Government of India (Allocation of Business) Rules, 1961 as amended from time to time. Financial Powers: Delegation of Financial Powers Rules, 1978 issued by Ministry of Finance, Government of India as amended from time to time. Judicial Powers: The Central Civil Services (Classification, Control and Appeal) Rules, 1965
		(iv) Exercised	i. Sh. Binod Kumar, CCA, exercise the powers of Head of Department as per Ministry of Information & Broadcasting Order No. F. No. 3/4/2018-Fin-II dated 11.09.2018. ii. Sh. M.C. Dagar, Sr.AO exercise the powers of Head of Office, Pr. Accounts Office as per O/o CCA, Pr.AO, OM No. Pr.AO(A)/I&B/DFP/2015-16/Vol- ii/3494 dated 14.03.2017.
		(V) Work Allocation	Supervision of all work related to O/o CCA & Pr. Accounts Office and all the PAOs

			under M/o I&B.
1.3	Procedure followed in decision making process [section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making	Decision making process is dispensed as per O/o CGA and DoP&T guidelines and orders.
		(ii) Final decision making authority	Based on issue and case, CCA, Secretary, M/o I&B and O/o CGA.
		(iii) Related provisions, acts, rules etc.	Civil accounts manual, DFPRs and General Financial Rules - 2017, CCS (Leave Rules), CCS(LTC) Rules, FRSR etc.
		(iv) Time limit for taking a decisions, if any	In accordance with the Central Secretariat Manual of Office Procedure (MOP), Civil Accounts Mannual etc.
		(v) Channel of supervision and accountability	CCA - Head of Department and Sr.AO (Pr.AO) - Head of Office
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All Accounting work of Ministry of I&B and Administrative & other works relating to CCAS, M/o I&B.
		(ii) Norms/ standards for functions/ service delivery	As per Civil Accounts Manual and guidelines of O/o CGA, M/o Finance etc.

		(iii) Process by which these services can be accessed	Both manual and online
		(iv) Time-limit for achieving the targets	As prescribed under extant rules issued by O/o CGA and GOI
		(v) Process of redress of grievances	Grievances are redressed as per extant rules on top priority basis under supervision of HOD/HOO and disposal is uploaded on the grievance portal i.e.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/	Rules, regulations, instructions, manuals and records framed by O/o CGA and Government of India.
		(ii) List of Rules, regulations, instructions manuals and	Rules, regulations, instructions manuals and records as per O/o CGA and GOI
		(iii) Acts/ Rules manuals etc.	Acts/ Rules manuals of O/o CGA and GOI
		(iv) Transfer policy and transfer orders	As per policy framed by O/o CGA and DoP&T, GOI
1.6	Categories of documents held by authority	(i) Categories of documents	All records related to appointment, posting, transfer, promotion, personal claims, Service Books of staff , APARS up to AAO level, Letter Diary, dispatch Register etc.

	under its control [Section 4(1)(b)(vi)]		
		(ii) Custodian of documents/categories	Concerned Dealing Hand/AAO of the section
1.7	Boards, Councils, Committee and other Bodies constituted as part of Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, committee etc.	NIL
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Terms/Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	

		(vii) Whether the minutes of the meetings are open to public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	available on <a href="https://mib.gov.in/sites/default/files/PAO%20CDDO%20%26%20NCDDO%20Directory%20Information%20%26%20Broadcasting.pdf">https://mib.gov.in/sites/default/files/PAO%20CDDO%20%26%20NCDDO%20Directory%20Information%20%26%20Broadcasting.pdf</a>
		(ii) Telephone, fax and email id	011 - 23074285, 23380263, pr.aomib@gmail.com
1.9	Monthly Remuneration received by officers & employees including	(i) List of employees with Gross monthly remuneration	Information available on EIS - PFMS platform
		(ii) System of compensation as provided in its regulations	NA
1.10	Name, designation and other particulars of public information	(i) Name and Designation of public information officer (PIO), Assistant Public Information(s) & Appellate Authority	available on <a href="https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf">https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf</a>

	officers [Section 4(1)(b)(xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	
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	Two
		(ii) Finalized for Minor penalty or Major penalty proceedings	NIL
1.12	Programmes to advance understandin g of RTI [Section 26]	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	NA
		(iii) Training of CPIO/APIO	CPIO is nominated for Training on RTI related matters as & when imparted by INGAF
		(iv) Update & publish guidelines on RTI by the Public Authorities	NA

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		concerned	
1.13	Transfer policy and transfer orders [F.No. 1/6/2011-IR dated		available on <a href="http://www.cga.nic.in/Page/Transfer-Policy.aspx">http://www.cga.nic.in/Page/Transfer-Policy.aspx</a>



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2. Budget and Programme			
S.No.	Item	Details of disclosure	
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	As per Annexure - I
		(ii) Budget for each agency and plan & programmes	
		(iii) proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) report on disbursement made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012 - IR dated	(i) Budget	Rs. 300000.00

	11.09.2012		
		(ii) Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to Govt and above as well as heads of Department.	
		a) Place visited b) The period of visit c) the no. of members in official delegation d) Expenditure on the visit	None  NA  NA  NA
		(iii) Information related to procurements	NA
		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.	
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	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	

		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011 - IR dated 15.04.2013]	(i) Discretionary and non - discretionary grants/ allocation to state Govt./NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions,	(i) concessions, permits or authorizations	

	permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	granted by public authority	NA
		(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/	
		d) Date of award of concessions/permits of authorization	
2.6	CAG & PAC paras [F No.	CAG and PAC paras and the	CAG Paras – 13 PAC Paras – Nil

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	1/6/2011 - IR dated 15.04.2013	action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	
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### 3. Publicity Band Public interface

S.No.	Item	Details of Disclosure	Remarks/ Reference Points (Fully met/partially met/ not met/ Not applicable will be treated as fully met/partially met)
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 thereof  [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  (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy	

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		<p>formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	
		<p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p>	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the	



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		government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	NA
3.3	Dissemination of information widely and in such form and	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	NA

	manner which is easily accessible to the public [Section 4(3)]		
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	NA
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	NA

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4 E-Governance			
S.No.	Item	Details of Disclosure	
4.1	Language in which Information Manual/Handbook Available [F. No. 1/6/2011 IR dated	(i) English	NIL
		(ii) Vernacular/ Local Language	
4.2	When was the Information Manual/Handbook last updated? [F.No. 1/6/2011- IR dated 15.04.2013]	Last date of Annual updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NA
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for	(i) Name & location of the facility	NA
		(ii) Details of information made	

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	obtaining information [Section 4(1)(b)(xv)]	available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax and email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	NA
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/projects/Programmes	
		(iv) List of schemes/ projects/ programme	
		(v) Details of all contracts entered into including name of contractor, amount of contract and period of completion of contract.	
		(vi) Annual Report	Available on <a href="https://mib.gov.in/sites/default/files/Accou">https://mib.gov.in/sites/default/files/Accou</a>

			<a href="#">nts%20at%20a%20Glance%202017-18%20in%20respect%20of%20Ministry%20of%20Information%20%26%20Broadcasting.pdf</a>
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	NA
		a) Citizen's Charter	
		b) (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's	
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	Total 2 appeals received in FY 2017- 18 and disposed of accordingly
		(ii) Details of appeals received and orders issued	Relevant orders issued to CPIOs to provide required information.
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NIL

**5. Information as may be prescribed**

<b>S.No.</b>	<b>Item</b>	<b>Details of disclosure</b>	
5.1	Such other information as may be prescribed [ F.No. 1/2/2016 - IR Dated 17.08.2016, F. No. 1/6/2011- IR dated 15.04.2013]	(i) Name & details of	Available on <a href="https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf">https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf</a>
		(a) Current CPIOs & FAAs	
		(b) (b) Earlier CPIO & FAAs from 01.01.2015	
		(ii) Details of third party audit of voluntary disclosure	NIL
		(a) Dates of audit carried out	NA
		(b) Report of the audit	

		carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	NA
		(a) Date of appointment	
		(b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure  (a) Dates from which constituted  (b) Name & Designation of the officers	NA
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI  (a) Dates from which	NA

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		constituted  (b) Name & Designation of the Officers	
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6. Information Disclosed on own Initiative			
S.No.	Item	Details of disclosure	
6.1	Items/Information disclosed so that public have minimum resort to use of RTI Act to obtain Information		available on <a href="https://mib.gov.in/about-us/chief-controller-of-accounts">https://mib.gov.in/about- us/chief-controller-of- accounts</a>
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in Central Secretariat Manual of Office Procedures(CSMO P) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Gol)	<p>(i) Whether STQC certification obtained and its validity</p> <p>(ii) Does the website show the certificate on the Website?</p>	NA

## Chapter III

### Conclusion and Recommendations

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#### **Major Findings**

1. The Ministry of I&B has adequately covered the aspects related to disclosure of information under section 4(1)(b) of the RTI Act. However, certain information on disclosure under RTI needs to be updated.
2. As per RTI Act, the information needs to be disclosed in Hindi also.
3. The information related to RTI has been uploaded in the best possible manner, but needs to be updated regularly.
4. As per the RTI Act, the information should also be disclosed in Hindi and vernacular languages besides English. Whatever information is available under Section 4(1)(b) is in English only and that too not complete.
5. Information is not updated regularly though it has been uploaded in a best possible manner.
6. Suggestions and requisite modifications have been indicated in Chapter II under quantitative observations/ remarks

## Recommendations

For better implementation of the *suo motu* disclosure of information as per guidelines on *suo motu* disclosure under Section 4 of the RTI Act, 2005, the following recommendations are needed.

1. Information is required to be disclosed proactively as per the Guidelines issued by DOPT for digital publication of proactive disclosure under Section 4.
2. Every webpage displaying information or data proactively disclosed under the RTI Act should be displayed on the '**top right corner**', the mandatory field **"Date last updated (DD/MM/YY)"**.
3. Under Section 4 disclosure, the website contains few Sections/Wing of the Ministry. Information emanating from those Sections does not figure in the Section-4 Disclosure.
4. Under the item "What's New", the information which have emanated in the last 15 days to a month should figure under this heading. After a 15 days or so, those information be made available under the Section/ Wing issuing the Order/Information. The information which is even three years old (2013) is available in "What's New".
5. Thirty items as enumerated in Chapter II may be placed under one heading "Proactive Disclosure" so that the information is available to layman under one heading.
6. The DOPT further directed vide OM F.No.1/34/2013-IR dated 30<sup>th</sup> June 2016 that Public Authorities to constitute Consultative Committees consisting of office bearer of key stakeholders, associations on rotational basis to have a systematic and regular interaction between officials of the Public Authorities to advice what information to be uploaded as *suo motu*. In view of this it is suggested to form a Committee for the purpose.

7. To identify the information which are frequently sought by citizens and such information must be disclosed in public domain if it is not exempt under provisions of RTI Act, 2005.