



RIGHT TO  
INFORMATION  
7<sup>TH</sup>

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

NO. F.13/04/2012-AR/ 1630-1789/C

Dated: 27/02/12

To

1. All Principal Secretaries/Secretaries of GNCT of Delhi
2. All HODs of GNCT of Delhi
3. All HODs of PSUs/Autonomous Bodies/Local Bodies/Institutes/Organisation etc. under Government of NCT of Delhi.

**Sub:- Implementation of Section 4 of RTI Act, 2005 – Report of the Task Force constituted for effective thereof.**

Sir/Madam,

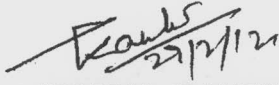
I am directed to enclose herewith the major recommendations given by the Task Force setup by Department of Personnel & Training (DoPT), Government of India, constituted for effective implementation of Section 4 of RTI Act, 2005. In this context, you are requested to kindly send your comments on the recommendation given by the Task Force in their report by 02/03/2012 positively for onward transmission to Government of India, Ministry of Home Affairs.

Copy of the Report of the Task Force is also available on the website of AR Department i.e. <http://ar.delhigovt.nic.in> under the menu of "Circular"

This may be treated as **MOST URGENT**.

Yours faithfully,

Encls. As above.

  
(KAMAL GAUTAM)  
Assistant Director (AR)  
Ph. 23392726

**Recommendations of the Task Force constituted for effective implementation of  
Section 4 of RTI Act, 2005.**

| S. No.   | Para No.   | Recommendations of Task Force  |
|--|------------|--|
| <b>Prescribing additional items for suo motu disclosure under Section 4(1)(b)(xvii)</b>                              |            |  |
| 1.   | 2.1.1      | Procurement made by public authorities and the rate at which such procurement is to be done, should be disclosed   |
| 2.   | 2.1.2      | All payments made under the PPP projects may also be disclosed   |
| 3.   | 2.1.3      | Transfer policy for different grades/cadres of employees serving in public authority should be proactively disclosed   |
| 4.   | 2.1.4      | Public Authorities should proactively disclose posts identified as sensitive and details of the officers/officials occupying those posts including the date since when they are holding the posts  |
| 5.   | 2.1.5      | All public authorities should proactively disclose RTI queries and appealed received and their responses on the websites maintained by public authority  |
| 6.   | 2.1.6      | Public authorities should proactively disclose the CAG paras framed in regard to their Ministry/Department and the response of the Ministry/Department   |
| 7.   | 2.1.7      | Citizen Charter prepared by the Ministry/Department should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizen Charter should also be displayed on the website of public authorities.   |
| 8.   | 2.1.8      | Discretionary and Non-discretionary grants/ allocations to state governments/NGOs/other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.  |
| <b>Guidelines for facilitating disclosure at different levels of government – Suggested templates for key areas.</b> |            |  |
| 9.   | 3.2.1      | At village/block level relevant information should be <b>painted on walls and provided on boards</b> in the local language at prominent public places.   |
| 10   | 3.2.4      | The use of SMS for proactive disclosure may be replicated by public authorities all over India.  |
| 11   | 3.2.5      | Call Centers/IVR/Information helpline:<br>State-Level toll free helpline which should provide information to people on all major public services may be setup. The helpline could also be used for registering grievances of citizens  |
| 12   | 3.2.6      | Information Centers at the block level   |
| 13   | 3.2.7      | Records for inspection by community: All Schools and local bodies which have maximum interface with citizens may make available records for inspection by community wherever possible.   |
| <b>Guidelines for Digital Publication of proactive disclosures under Section 4</b>                                   |            |  |
| 14   | 4.2        | Guidelines for Digital Publication of proactive disclosures under Section 4.   |
| <b>Guidelines for certain clauses of Section 4(1)(b) to make disclosures more effective.</b>                         |            |  |
| 15.  | 5.3 to 5.5 | Guidelines for Section 4(1)(b)(iii) – Templates, formats, and basic steps of decision-making are briefly explained in such manual<br>a) Identify the major outputs/tangible results/ services/goods.<br>b) Decision making chain may be identified in the form of flow chart explaining the rank/grade of the public functionaries involved in the decision making process<br>c) Powers of each officer including powers of supervision over subordinates involved in the chain of decision making must also be spelt out. |
| 16   | 5.6        | Guidelines for Section 4(1)(b)(iv) –<br>(b) All public authorities should publish their Citizens Charter and proactively disclose the information  |
| 17   | 5.8        | Guidelines for Section 4(1)(b)(xi) –<br>(a) Prepare simplified versions of their budgets which can be understood easily by general public and keep them also in public domain.   |

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|--|-------|---|
|  |       | <p>(b) Monthly programme implementation calendar method of report be follow.</p> <p>(c) If subsidiary does not have a website then budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal public authority.</p>   |
| 18   | 5.9   | Guidelines for Section 4(1)(b)(xiv) – the data about digitized record may include the name of the record and any categorization or indexing used;   |
| <b>Steps to be taken in matter relating to threat to RTI activities</b>  |       |   |
| 19   | 6.1   | <p>(b) RTI activist are also covered under the definition of human right defender.</p> <p>(d) In case an RIT applicant is attacked, the complaints filed by the applicants closest relation or civil society organisation or mandal are also taken into consideration for immediate actions.</p> <p>(e) The forums of civil societies active in the field of Right to Information in various states may also be activated to take up serious cases of threat and attacks on RTI activists before state authorities or State Information Commission.</p>   |
| <b>Guidelines for consultation with public in relation to the formulation of policies and implementation thereof</b> |       |   |
| 20   | 7.3   | <p>Any policy consultation process must be based on three main principles:</p> <p>(a) Transparency – Transparency of all information held by the State subject to limited and predefined exclusions.</p> <p>(b) Inclusiveness – The policy consultative process must balance both inclusiveness and practicality for meaningful citizen participation.</p> <p>(c) Equity – Special efforts must be made to solicit and incorporate views of those groups/persons directly affected by decisions.</p>  |
| 21   | 7.5   | <p>Public consultation should definitely be held:</p> <p>(a) wherever any Bill is proposed to be introduced or rules/regulations are proposed to be framed for an existing or proposed Bill.</p> <p>(b) when major policy decisions which directly affected public at large are proposed to be taken.</p> <p>(c) Consultation will normally be held through web-based processes.</p> <p>(d) Prepare databases of organisations which have specific knowledge and interests in the fields that Ministry/Department works in.</p> <p>(e) Ministries/Departments should prepare a consultation document which should be posted on the website.</p> <p>(f) Minimum time of consultation should be at least six weeks which may extend up to twelve weeks.</p> <p>(g) Short summary of consultation documents emphasizing the main points should be posted on the website at the end of the process.</p> |
| <b>Compliance with provisions of suo motu (Proactive Disclosure) under the RTI Act.</b>                              |       |   |
| 22   | 8.2.2 | Each Central Ministry/ Department would 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 scheme.   |