

LC/111-2005
6th October 2005

Subject : Right to Information Act, 2005- Instructions reg

Sir/Madam

In continuation of Hqs letter No 541-LC/111-2005 dated 26.8.2005 on the above subject, the following steps may be initiated for compliance of each of the obligations under Section 4(1)(b) of the RTI Act, 2005. :-

1. The particulars of its organization, functions and duties;

The Administrative Report and Activity Report should be referred for the specific purpose. (Not necessarily the complete report)

2. The powers and duties of its officers and employees:

The work distribution order can be displayed.

3. The procedure followed in its decision making process, including channels of supervision and accountability

The work distribution order can be used to show the channel of submission and accountability.

4. The norms set by it for the discharge of its functions.

It can be mentioned that the Department follows the norms in Auditing Standards and Manuals in the discharge of its functions. There is no requirement to upload the complete Manual. Auditing Standards can be displayed on public domain.

5. The rules, regulations, instructions, manuals and records used by its employees for discharging its functions;

List out the rules, regulations, manuals used in discharge of functions. It is not necessary to upload the complete rules, etc.

6. A statement of the categories of the documents held by it or under its control;

The documents held by Department are those received from auditee organizations and Governments. (Details of documents requiring disclosure under section 6 would be sent separa

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 policy or implementation thereof;

Not Applicable

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public.

Details of the Boards/Committees/Task Force set up by field offices to be mentioned. It may be mentioned that public participation or minutes of meetings are not open to public.

9. A directory of its officers and employees.

Gradation list of officers and staff be mentioned with a disclaimer that such list is not to be treated as a seniority list.

- 10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Statement indicating the scales of pay of each category of post and the number of persons in that category in a particular office be mentioned .

- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;**

The Activity and Administrative Report should be referred for the specific purpose.

- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes.**

Not Applicable

- 13. Particulars of recipients of concessions, permits or authorization granted by it**

Not Applicable.

- 14. Details of the information available to, or held by it, reduced in an electronic form.**

All information is available on electronic format; either free or for prescribed cost/fee.

- 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.**

The Accounts Offices can publish the Citizens Charter and the Audit Offices mention 'Not applicable'.

16. The names, designations and other particulars of the Public Information Officers. (S.4 (1) (b)).

Details to be published.

2. Information as suggested above may be kept in place for immediate publishing as required under the Act. Instructions as to fee and cost to be charged from citizens who seek information under Section 6 of the Act is being sent separately. Details of disclosures to be made in respect of documents held/generated in Audit/Accounts offices is also being sent separately.

3. All Field Offices are directed to initiate immediate action so as to ensure that the information is available to citizens from the appointed day, viz 12th October 2005.

4. This issues with the approval of Deputy Comptroller & Auditor General.

(MAMTAKUNDRA)
PRINCIPAL DIRECTOR(STAFF)