

# Right to Information Act

## Proactive Disclosure under Section 4(1) (b) of RTI Act, 2005

- 01. Particulars of its organization, functions and duties**
- 02. The powers and duties of its officers and employees**
- 03. The procedure followed in the decision making process, including channels of supervision and accountability**
- 04. The norms set by it for the discharge of its functions**
- 05. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions**
- 06. A statement of the categories of documents that are held by it or under its control**
- 07. The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation...**
- 08. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part....**
- 09. A directory of its officers and employees.**
- 10. The monthly remuneration received by each of its officers and employees, including the system of compensation's provided in its regulations**
- 11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**
- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**
- 13. Particulars of recipients of concessions, permits or authorizations granted by it**
- 14. Details in respect of the information, available to or held by it, reduced in an electronic form**
- 15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room....**
- 16. The names, designations and other particulars of the Public Information Officers.**
- 17. Such other information as may be prescribed and thereafter update these publications every year**
- 18. Information Sought Under RTI**