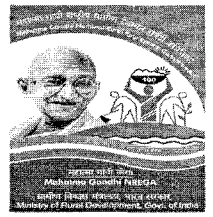
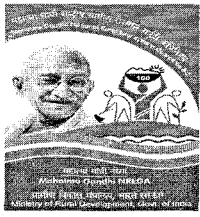


No. SMS-1/2013-14-RDD-
Government of Himachal Pradesh
Department of Rural Development



From:

The Principal Secretary (RD),
to the Government of Himachal Pradesh.

To

1. All the Deputy Commissioners-cum-,
District Programme Coordinators (MGNREGA),
in Himachal Pradesh.
2. All the Project Directors, DRDAs,
in Himachal Pradesh
3. All the Deputy Directors-cum-,
Project Officers, DRDAs,
4. All the Block Development Officers-cum-,
Block Programme Officers (MGNREGA),
Dated Shimla-9 the 15th February, 2014.

Subject : Road Side Plantation on PMGSY roads- Advisory.
Sir/Madam,

Section 4 (1)(b) of the RTI Act, 2005 lays down the information which should be disclosed by Public Authorities on a suo moto or proactive basis. Section 4(2) and Section 4 (3) prescribe the method of dissemination of this information. The purpose of suo moto disclosure under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications.

In this regard, the Government of India, has sent the templates for disclosure at various levels. A copy of the guidelines along with templates recommended for disclosure under MGNREGA is enclosed.

You are, requested to issue these guidelines and templates for better implementation of the suo moto disclosure at District, Block and Panchayat level.

Yours faithfully,


Special Secretary (RD) to the,
Government of Himachal Pradesh.

Encls : as above

Guidelines for State Governments for facilitating disclosure at district and lower levels of government through suggestive templates for key areas

1.0 The scheme of Section 4 of RTI Act, 2005 applies uniformly to all the public authorities, irrespective of their level of administration or service delivery (Centre, state, district etc.). It is felt that the extent of detailing required, varies according to the level of administration. If this could be facilitated by the development of suitable templates, it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS), disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view, the following four areas have been identified for development of templates:

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, it is recommended that similar templates need to be worked out for other important areas also such as health services, services relating to social benefits, etc.

2.0 Templates for Information Disclosure

The templates for information disclosure at various levels of service delivery in relation to the four areas mentioned above are enclosed at the end of the guidelines. The general principles which should be adopted for disclosure at various levels are given below:

2.1 Use of Information boards/walls

Section 4(4) of the RTI Act states that information should be disseminated taking into consideration 'the most effective method of communication in that local

area and the information should be easily accessible'. Given the limited reach and accessibility of internet in India, it is recommended that at village / block level, relevant information should be painted on walls and provided on boards in the local language at prominent public places.

2.2 *Information disclosure through any document/proof of delivery that is available to beneficiaries*

Any document relating to a scheme/program of the Government that is held by a citizen, such as ration card, school books etc., should be used as a mode of disclosure. Information can be printed on such documents in the local language. Stickers can be used to update/change the information, if required.

2.3 *RTI Proactive Disclosure File*

Panchayat is the first public authority to interface with citizens. In their case, considerable information can be painted on walls. However, all information painted on walls should also be kept ready for perusal in a "RTI Proactive Disclosure File". This file should also contain details of all the money received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

3.0 **'Good' and 'Innovative' practices adopted by State Governments**

3.1 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets expenditure, MGNREGA works, payments etc in the Gram Sabha, Example – 'A' – works as a Gram Panchayat Secretary and a PIO in 'X' state. Even before the RTI Act was in place, **she/(he)** was using folk lyrics as a medium of disseminating information. In **her/(his)** Gram Sabha, **she/(he)** talks about various schemes by connecting them to incidents in the village and sings a folk song highlighting the specific characteristics of a scheme. **Her/(his)** Gram Sabhas are frequented by large numbers of residents on a regular basis.
- In a **particular district** in '**Y**' state, during the RTI campaign for pro-active disclosure, it was observed that the use of multimedia vehicle for dissemination of information was widely accepted. The pamphlets and guidelines of various schemes, including forms, were disseminated by "**RTI**



1. Job Card Board in Every village (on the wall and file)

(All the job card holders name to be displayed on this board, including those who have not applied for any work or not worked even for a day)

Name of the Job card holder	Job card Number	Year													
		2010-11		2011-12		2012-13		2013-14		2014-15					
		Days	Amount	Days	Amount	Days	Amount	Days	Amount	Days	Amount				

2. Table showing details for development works as under:

S. No	Name of the work	Code of the work	Sanctioned amount			Amount spent			Work commenced on	Work completed on	Status of work	
			Labour	Material	total	Labour	Material	total			complete	incomplete
1												
2												

3. Details of material used:

Sr. No	Name of the work	Cement		Boulders		Pebbles		Sand		Bricks		Water			
		Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate

4. List of registers to be maintained at Panchayat level for MGNREGA:

List applications for registration	list of sanction works
Registration list	Payment register
List of job card issued to	Unemployment Allowance Register
Job Card Register	Employment Register
estimates of sanctioned work	Allotment of Work

	register
Muster roll received register	Muster roll issue register
Asset Register	Cash Book
Complaint register	

5. About Social Audit :

Name of Social audit team members	Date of Last meeting	Date of next meeting

6. Display board at work place

Name of work/description					
Sanction cost of work A-MATERIAL COST B-WAGES SKILLED UNSKILLED					
Date of work started					
expected date of work completion					
No of workers present	Physically challenged	Old age	pregnant	other	total

(j) "right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to—

(i) inspection of work, documents, records;

(ii) taking notes, extracts or certified copies of documents or records;

(iii) taking certified samples of material;

(iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;

(l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) "third party" means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

3. Right to information.—Subject to the provisions of this Act, all citizens shall have the right to information.

4. Obligations of public authorities.—(1) Every public authority shall—

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the particulars of its organisation, functions and duties;

(ii) the powers and 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;

Right to Information Act, 2005

(Chapter II.—Right to information and obligations of public authorities.)

(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;

(c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), “disseminated” means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5. Designation of Public Information Officers.—(1) Every public authority shall, within one hundred days of the enactment of this Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.