

I/1151/2024
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 13-05-2024

CIRCULAR

Sub: ARW- Meeting with Public Authorities/HoDs on implementation of *suo moto* disclosure under Section 4 of RTI Act, 2005- Details of officials and Topics for Refresher Training- Reg

As per Section 4(1)(b) of RTI Act, which mandates *suo moto* disclosure (17 items) and as per the guidelines in O.M.No.1/6/2011-IR, dated 07.11.2019 of Ministry of Personnel, PG & Pensions, DoPT, New Delhi, the Public Authorities of U.T of Puducherry were instructed to prescribe the following items under *suo moto* disclosure in addition to 17 items mandated under Section 4(1)(b)

- a. Information related to Procurement
- b. Public Private Partnerships
- c. Transfer Policy and Transfer Orders
- d. RTI applications
- e. CAG & PAC paras
- f. Citizen Charter
- g. Discretionary and Non-Discretionary grants
- h. Foreign Tours of PM/Ministers.

The compliance report has not been received from the Public Authorities concerned in connection with the ID.Note dated 20.09.2022/13.02.2024 issued to the Public Authorities on implementation of *suo moto* disclosure under Section 4 of RTI Act, 2005.

In this regard, Secretary to Government (ARW) has proposed to convene a meeting with the Public Authorities/HoDs on 14.05.2024 at 3.30 PM in the Conference Hall 3rd Floor, Block A, Chief Secretariat to address the above issue.

Hence, it is requested that the Heads of Departments concerned to attend the meeting with the up to date status of mandatory disclosure made in their respective web site.

In addition to the above, the Heads of departments are also requested to furnish

the following details during the meeting:

--the list of Officials of departmental cadre to whom refresher training is required,
and

--the topics on which refresher training is required.

/By Order/

Signed by N Udayakumar

Date: 13-05-2024 12:47:40

N. UDAYAKUMAR

UNDER SECRETARY

To

All Heads of Departments

No.12013/4/2020/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 20/09/2022

I.D.NOTE

Sub: AR Wing Implementation of *suo moto* disclosure under Section 4 of RTI Act, 2005 – Issue of guidelines – Reg.

Ref: O.M.No.1/6/2011-IR, dated 07.11.2019 of GOI, Ministry of Personnel, Public Grievances and Pensions, DoPT, New Delhi

The Right to Information (RTI) Act, 2005 casts a mandatory obligation on every Public Authority to make *suo moto* disclosure of information listed under Section 4(1)(b).

2. The Department of Personnel & Training, New Delhi has issued a set of guidelines vide OM. cited under reference for implementation of *suo moto* disclosure under Section 4, copy of which is enclosed herewith.

3. The OM inter alia prescribes the following items shall also be included under *suo moto* disclosure provision of Section 4 of RTI Act.

- a) *Information related to Procurement*
- b) *Public Private Partnerships*
- c) *Transfer Policy and Transfer Orders*
- d) *RTI applications*
- e) *CAG & PAC paras*
- f) *Citizen Charter*
- g) *Discretionary and Non-Discretionary grants*
- h) *Foreign Tours of PM/Ministers*

4. All Public Authorities are requested to accordingly make *suo moto* disclosure of the above information along with the 17 items mandated under Section 4(1)(b) and also such information as prescribed under Section 4(1)(d).

5. A report of compliance may kindly be furnished to AR Wing by **21st October, 2022** so as to enable this Wing to initiate Third Party audit as envisaged in the Department of Personnel & Training OM cited under reference.

/By Order/


(R. SRIDHARAN)

UNDER SECRETARY TO GOVT. (ARW)

Encl: As above.

To

All Public Authorities,
Government of Puducherry



No.1/6/2011-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

6076/09/2019/G
14/11/2019
20 NOV 2019

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North Block, New Delhi
Dated the 5th November, 2019

OFFICE MEMORANDUM

7th

Sub: Implementation of *suo motu* disclosure under Section 4 of Right to Information (RTI) Act, 2005 – Issue of guidelines regarding:

The *suo motu* disclosure of information to public is mandated under Section 4 (2) of the RTI Act, 2005, so that the public have to resort minimally to the use of this Act to obtain information. Section 4(1)(b) of the Right to Information Act, 2005 lays down the information which should be disclosed by Public Authorities on a *suo motu* or proactive basis. Section 4(3) prescribes for wide dissemination of every information, in such form and manner which is easily accessible to the public.

AS (ARW)

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2. The undersigned is directed to refer to this Department's O.M. of even number dated 15th April, 2013 and to reiterate the guidelines therein (Copy enclosed), duly incorporating a slight revision to Para 4.4 of the above guidelines allowing for third party audit by any Government Training Institute, in cases where no Training Institute exists under the concerned Ministry/Department/Public Authority.

3. Central Government Ministries/Departments are advised to undertake *suo motu* disclosure based on these guidelines, in compliance to Sections 4(1)(b) read with Section 4(2), 4(3) and 4(4) of the RTI Act, 2005

4. The enclosed guidelines may be brought to the notice of all Public Authorities under the Ministry/ Department including those in their Attached Offices, Subordinate Offices, Constitutional Bodies, Statutory Bodies, Autonomous Organizations and Public Sector Undertakings.

26.11.2019

V Sinha
(Varsha Sinha)
Director

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1. All the Ministries/Departments of the Government of India
2. Union Public Service Commission, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Central Vigilance Commission, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, NITI Aayog, Election Commission
3. Central Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Dehi-110067
4. Staff Selection Commission, CGO Complex, New Delhi
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to: Chief Secretaries of all the States/UTs.

F.No.12013/4/A2/ARW/2020
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 13/02/2024.

I.D.NOTE

Sub: AR Wing – Implementation of Suomoto disclosure under Section 4
RTI Act, 2005 – Reg.

Ref: This Office ID.Note of even no. dated 20.09.2022.

Reference is invited to the I.D.Note cited on the subject mentioned above, wherein Public Authorities were requested to make suo moto disclosure of 17 mandated items under Section 4 (1)(b) and additional information under Section 4(1)(d) prescribed in DoPTs OM.No.1/6/2011-IR, dated 07.11.2019. The additional items to be included under suo moto disclosure provision of Section 4 of RTI Act is reproduced below:

- a) Information related to Procurement
- b) Public Private Partnerships
- c) Transfer Policy and Transfer Orders
- d) RTI applications
- e) CAG & PAC paras
- f) Citizen Charter
- g) Discretionary and Non-Discretionary grants
- h) Foreign Tours of PM/Ministers

2. All the Public Authorities are requested to bestow their personal attention to make suo moto disclosure of all items mandated under Section 4 of RTI Act as envisaged in DoPT O.M. and update the same periodically.

3. A report of compliance may kindly be furnished to AR Wing by **29.02.2024**.

/By Order/


(N. UDAYAKUMAR)
UNDER SECRETARY TO GOVT.(ARW)

To

All Public Authorities,
Government of Puducherry.

Reminder-II

RTI Matter
Most Immediate

No.F.12013/11/2023/A2/ARW
Government of Puducherry
Chief Secretariat
Administrative Reforms Wing

Puducherry, dt. 26/04/2024

I.D NOTE

Sub: AR Wing - Updation of Websites - Obligations of Public Authorities
under Section 4 of RTI Act, 2005 - Reg.

Ref: This Office I.D.Note of even no. dated 21/12/2023 and 13/03/2024.

Kind reference is invited to the I.D.Note cited above, wherein as per the directions of Hon'ble Supreme Court of India it was requested to furnish the compliance report in updation of website with mandatory information as contemplated under Section (4) of RTI Act, 2005.

2. In this connection, the compliance report is yet to be received from some Departments/Directorates owning independent website in this Administration.
3. The Heads of Departments/Directorates concerned are therefore requested to complete the exercise of updation and to furnish the action taken report to AR Wing before 15.05.2024.

/By Order /



(N. UDAYAKUMAR)

UNDER SECRETARY TO GOVT (ARW)

To

The Heads of Departments/Directorates concerned