

प्रसार भारती/PRASAR BHARATI  
(भारत का लोक सेवा प्रसारक)/ (INDIA'S PUBLIC SERVICE BROADCASTER)  
प्रसार भारती साचिवालय/PRASAR BHARATI SECRETARIAT  
प्रसार भारती हाउस/PRASAR BHARATI HOUSE  
कॉपरनिकस मार्ग, नई दिल्ली/COPERNICUS MARG, NEW DELHI-110001

File no.R-5/011/28/2021/RTI/344

Dated : 20.10.2023

**Subject: *Suo motu* disclosure of information on Prasar Bharati website under RTI Act, 2005-compliance reg.**

**Reference** (i) OM No.1/6/2011-IR dated 15.04.2013,dated 7.11.2019 and dated 14.09.2022

(ii) Third Party Audit Report(2022-23)

This is regarding suo moto disclosure of information under RTI Act-2005 and uploading the same on Prasar Bharati website ( <https://: prasarbharati.gov.in> ).

In this regard copies of OMs issued by DoPT as mentioned under reference are enclosed for information and ready reference.

A copy of the Third Party Audit Report in respect of RTI matters for the Year 2022-2023 is also enclosed for kind information.

It is requested that suitable instructions may please be issued to all concerned Offices/ Sections as appropriate to ensure suo moto disclosure of the information on Prasar Bharati website (which is otherwise not exempted from disclosure under any section RTI Act 2005) in accordance with the provisions of RTI Act- 2005 and also to ensure compliance of the observations of the Third Party Audit .

This has the approval of competent authority.



**(ANIL SRIVASTAVA)**

Addl. Director General ( RTI & Grievance)

To

1. DG Akashvani, DG Doordarshan, DG Doordarshan News, DG NSD Akashvani
2. E-in-C (Broadcast Operations/ E-in – C (Special initiatives & common services)
3. All ADGs/DDGs, PB Secretariat
4. All Zonal ADGs(Admin) and Zonal ADG(BO) and Zonal ADG(Content Operation)/ All Akashvani station/ DDK through respective sections.

5. ADG(NABM/CE(CCW) / CVO, PB
6. Director (PBNS and DP )/ Head Content Operations / National Zone (DDn)
7. DDG(A-HR)/ DDG(Engg-HR)/ DDG(Prog-HR), Akashvani & DD
8. DDG(Admin), DG : Akashvani/ DDG(Admin), DG:DD
9. DDE(Tech) PBS for uploading this order on website.

**Copy for kind information to :**

PPS to CEO  
PPS to M(F)/M(P)

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

North Block, New Delhi  
Dated the 15<sup>th</sup> April, 2013

**OFFICE MEMORANDUM**

**Subject: Implementation of *suo motu* disclosure under Section 4 of RTI Act, 2005 – Issue of guidelines regarding:**

Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a *suo motu* or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of *suo motu* disclosures 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.

2. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to the desired level. It was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met.

3. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included representatives of civil society organizations active in the field of Right to Information, for strengthening compliance with provisions for *suo motu* or proactive disclosure as given in Section 4 of the RTI Act, 2005. Based on the report of the Task Force, the Government have decided to issue guidelines for *suo motu* disclosure under section 4 of the RTI Act.

4. Guidelines for Central Government Ministries/Departments are on:
  - i. *Suo motu* disclosure of more items under Section 4.
  - ii. Guidelines for digital publication of proactive disclosure under Section 4.
  - iii. Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi) and 4(1)(b)(xiv)
  - iv. Compliance mechanism for *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005.
5. The above guidelines are enclosed. However, it may be kept in mind that proactive disclosure should be done in the local language so that it remains accessible to public. It should be presented in a form that is easily understood and if technical words are used they should be carefully explained. As provided in section 4, disclosure should be made in as many mediums as feasible and disclosures should be kept up to date. The disclosure of Information may be made keeping in mind the provisions of Section 8 to 11 of the RTI Act.
6. Central Government Ministries/ Departments should undertake *suo motu* disclosure and ensure compliance based on these guidelines.
7. The enclosed guidelines may be brought to the notice of all for compliance.

*Manoj Joshi*

(Manoj Joshi)  
Joint Secretary  
Tele : 23093668

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, Planning Commission, Election Commission.
3. Central Information Commission.
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.

## Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

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## **Guidelines on *suo motu* disclosure under Section 4 of the RTI Act**

### **1.0 *Suo motu* disclosure of more items under Section 4**

Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information *suo motu* to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the following items also under the *suo motu* disclosure provisions of Section 4:

#### **1.1 Information related to Procurement**

1.1.1 Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed. All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30<sup>th</sup> November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30<sup>th</sup> March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4. At present the limit is fixed at Rs. 10.00 lakhs. In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published. However information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

#### **1.2 Public Private Partnerships**

1.2.1 If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of

the RTI Act would not be disclosed *suo motu*. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

### **1.3 Transfer Policy and Transfer Orders**

1.3.1 Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act. These guidelines would not be applicable in cases of transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **1.4 RTI Applications**

1.4.1 All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words. RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

### **1.5 CAG & PAC paras**

1.5.1 Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

### **1.6 Citizens Charter**

1.6.1 Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

## **1.7 Discretionary and Non-discretionary grants**

1.7.1 All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned. Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website. Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

## **1.8 Foreign Tours of PM/Ministers**

1.8.1 A large number of RTI queries are being filed on official tours undertaken by Ministers or officials of various Government Ministries/Departments. Information regarding the nature, place and period of foreign and domestic tours of Prime Minister are already disclosed on the PMO's website.

1.8.2 As per DoPT's OM No. 1/8/2012-IR dated 11/9/2012, Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by the Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1<sup>st</sup> January, 2012. The disclosures may be updated once every quarter.

1.8.3. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken. Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.



## 2.0 Guidelines for digital publication of proactive disclosure under Section 4

2.1 Section 4 lays down that information should be provided through many mediums depending upon the level of the public authority and the recipient of information (for example, in case of Panchayat, wall painting may be more effective means of dissemination of information), and that more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for disclosure.

2.2 The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. While adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. The 'Electronic Delivery of Services Bill, 2012' under formulation in Government of India would provide the necessary impetus.
- b) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c) Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d) Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.

- e) Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every Public Authority to proactively disclose 'details in respect of the information, available to or held by it, reduced in an electronic form'. The website should therefore indicate which digitally held information is made available publicly over the internet and which is not.
- g) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that the requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h) To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.
- i) Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.
- j) The 'National Data Sharing and Accessibility Policy' by the Department of Science and Technology is based on the principle that all publicly funded information should be readily available. The policy has been notified in March, 2012 and the schedule should be strictly adhered to.
- k) Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data can, for instance, be presented in powerful visual ways using visualisation techniques. Such visual representation of information/ data can give insights that may remain largely

hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some parts of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.

- l) Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

### **3.0 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective**

3.1 The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. For example, the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

3.2 Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are given below:

### **3.3 Guidelines for section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”.**

3.3.1 All government departments have specific duties and responsibilities under the respective Allocation of Business Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every Public Authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB would be linked to a specific decision-making chain. All government officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

3.3.2 Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.

3.3.3 In view of the above, the guidelines for detailing the decision making processes are as follows:

- (a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.
- (b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- (c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box. The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.
- (d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.

- (e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

### **3.4 Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”.**

3.4.1 Primarily, the intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.

3.4.2 Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, are good examples of vehicles created for laying down norms of performance for major functions and for monitoring achievements against those standards.

3.4.3 Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision making processes as detailed earlier. All Public Authorities should proactively disclose the following:

- a) Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
- b) Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.
- c) Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.

- d) Defining the quantitative and tangible parameters, (weight, size, frequency etc,) and timelines, that are applicable to the goods and services that are accessible to the public.
- e) Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f) Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

**3.5 Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”.**

3.5.1 The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of

such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

### **3.6 Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

3.6.1 On the one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them. For example the stocks of ration available with individual fair price shops may not be held by the District Civil Supplies office, but may be available at a subordinate formation.

3.6.2 Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding those records /files /information that are exempted under Section 8. The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.



#### **4.0 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act**

4.1 Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.

4.2 Proactive disclosure as per these guidelines would require collating a large quantum of information and digitizing it. For this purpose, Ministries/Public Authorities may engage consultants or outsource such work to expeditiously comply with these guidelines. For this purpose, the plan/non-plan funds of that department may be utilized.

4.3 The Action Taken Report on the compliance of these guidelines should be sent, along with the URL link, to the DoPT and Central Information Commission soon after the expiry of the initial period of 6 months.

4.4 Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.

4.5 The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.

4.6 Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.

4.7 Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

**5.0 Nodal Officer**

5.1 Each Central Ministry/ Public Authority should 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 guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

**6.0 Annual Reports to Parliament/Legislatures**

6.1 Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

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

North Block, New Delhi  
Dated the 5<sup>th</sup> 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.

2. The undersigned is directed to refer to this Department's O.M. of even number dated 15<sup>th</sup> 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.

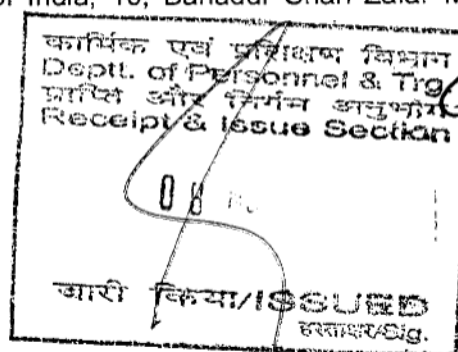
3. Central Government Ministries/Departments are advised to undertake *suo motu* disclosure based on these guidelines, in compliance to Sections 4(1)(b) read with Section 4(2), 4(3) and 4(4) of the RTI Act, 2005

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.

V Sinha  
(Varsha Sinha)  
Director

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.



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## **Guidelines on *suo motu* disclosure under Section 4 of the RTI Act**

### **10 *Suo motu* disclosure of more items under Section 4**

Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information *suo motu* to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the following items also under the *suo motu* disclosure provisions of Section 4:

### **11 Information related to Procurement**

111 Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed. All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30<sup>th</sup> November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012- PPC dated 30<sup>th</sup> March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4. At present the limit is fixed at Rs. 10.00 lakhs. In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published. However information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

### **12 Public Private Partnerships**

121 If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of

the RTI Act would not be disclosed *suo motu*. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

### **13 Transfer Policy and Transfer Orders**

13.1 Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act. These guidelines would not be applicable in cases of transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **14 RTI Applications**

14.1 All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words. RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

### **15 CAG & PAC paras**

15.1 Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

### **16 Citizens Charter**

16.1 Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

No. 1/6/2011-IR  
 Government of India  
 Ministry of Personnel, PG 8 Pensions ..  
 Department of Personnel Training

\*\*\*\*\*

North Block, New Delhi-110001  
 Dated 14<sup>th</sup> September, 2022

**OFFICE MEMORANDUM**

Sub: Guidelines on implementation of suo motu disclosure under Section 4 of RTI Act, 2005 - Compliance reg.

The undersigned is directed to invite attention to this Department's O.M. of even number dated 15.04.2013, further reiterated on 07.11.2019, regarding implementation of guidelines contained therein for Suo Motu Disclosure under section 4 of RTI Act 2005 and further conducting their third party audit by a respective Govt. Training Institute.

2. Para 4.4 of the aforesaid guidelines dated 07.11.2019 provides that *each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. **Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites.** Further, the task of undertaking transparency audits may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories. However, in cases where no training institute exists under the Ministries/Departments/Public Authorities the task of undertaking transparency audits may be given to any Government Training Institute.*

3. In reference to Annual Report of the Central Information Commission (CIC) for the year 2020-21, it has been observed that out of 2275 Public Authorities registered with CIC, only 754 of them have been reported to get their proactive disclosure audited by a Govt. Training Institute which has been viewed seriously by the Govt. This issue has come to the notice of the Department Related Parliamentary Standing Committee which raised concern over the poor implementation of the Third Party Audit of the suo motu disclosure by Public Authorities (PAs).

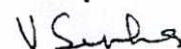
4. Further, CIC vide its D.O. letters No. 6/1/2013/JS(LAW)/CIC-V/2022/1316 dated 28.07.2022 and No. 6/1/2013/JS(LAW)/CIC-V/2022 dated 01.09.2022 has requested all the Ministries/Departments to take the necessary steps and nominate the Training Institute for conducting transparency audit of their suo motu disclosure under Section 4 of RTI Act. The Commission has also informed timelines for conducting third party audit exercise for the year 2021-22 as per the following:

- (i) The last date for submitting self appraisal form by Public Authorities on CIC's portal is **15.09.2022.**
- (ii) The last date for submitting audited report by training institutes on CIC's portal is **27.09.2022.**
- (iii) The last date for submitting the recommendations/comments by Deputy Registrars of the Commission is **10.10.2022.**



5. In view of the above, it is desired that all the Ministries/Departments and the PAs under their administrative control, may take immediate appropriate action with regard to the aforesaid DO letters of CIC dated 28.07.2022 and 01.09.2022 and furnish the requisite details as well as adhere to the timelines given therein.

6. Further, Ministries/Departments, vide above referred OM of DoPT dated 07.11.2019 [accessible at <https://dopt.gov.in> – Notifications - OMs & Orders – RTI] were also directed to mandatorily include details about compliance with proactive disclosure guidelines under a separate Chapter regarding the implementation of the RTI Act by them, in their Annual Report submitted to the Parliament. It has been observed that very few Ministries/Departments are adhering to these guidelines. In view of the above, Ministries/Departments are again directed to follow the above referred guidelines in letter and spirit.



(Varsha Sinha)  
Joint Secretary  
Tel. 23092755

1. All the Ministries/Departments of the Government of India.
2. Union Public Service Commission/ Lok Sabha Sectt./ 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, Baba Gangnath Marg, Munirka, Delhi-110067
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110124.
6. Nodal CPIO, DOP&T



प्रसार भारती /PRASAR BHARATI  
 (भारत का लोक सेवा प्रसारक/India's Public Service Broadcaster)  
 राष्ट्रीयप्रसारण एवं मल्टीमीडिया अकादमी  
 NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA  
 रेडियो कॉलोनी किंग्सवे, दिल्ली 110009 /RADIO COLONY KINGSWAY, DELHI 110009

No. NABM/205(2)/2022-23/Admn./TPA/3495

Dated 18/07/2023

To,

Sh. S.A.Tripathi, DDG (RTI Cell),  
 Prasar Bharati Secretariat  
 Tower 'A', Doordarshan Bhawan  
 Copernicus Marg,  
 New Delhi 110001

Sir,

National Academy of Broadcasting and Multimedia has completed the Third Party Transparency Audit under Section 4 of RTI Act, 2005 for the year 2022-23 in respect of Prasar Bharati.

- Organization Chart should be in proper format
- Financial Annual Report 2022-23 is not available and it was informed that it is under finalization.
- List of Officers and Employees with monthly remuneration not found.
- STQC certificate not found. It is suggested to get it from MEITY.
- Point marked with partially met and not met, may please be considered for compliance.

S.No.	Total Marks	Self Appraisal Marks	Auditor's Marks
1.	100	96	92
2.	150	133	105
3.	150	150	150
4.	196	196	182
5.	100	100	90
6.	50	50	25
	746	726	644

Points mentioned above may please be taken into consideration for future improvement and placed to the next audit.

Encl : 1/A

  
 (SANDEEP SRIVASTAVA)  
 Director (Engg)

**Auditor Agency: Sh Sandeep Srivastava**

**Ministry Name: Ministry of Information & Broadcasting**

**Department Name:**

**Public Authority Name: Prasar Bharati Secretariat**

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1</b>	<b>Organisation and Function</b>							
<b>1.1</b>	<b>Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]</b>							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	<a href="https://prasarbharati.gov.in/public-secretariat/#1588505477136-03beb0ea-157a">https://prasarbharati.gov.in/public-secretariat/#1588505477136-03beb0ea-157a</a>	Fully Met	1.28	Ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	CEO, Prasar Bharati	Fully Met	1.28	Ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	<a href="https://prasarbharati.gov.in/mission-objectives/">https://prasarbharati.gov.in/mission-objectives/</a>	Fully Met	1.28	Ok
1.1.4	Function and duties	Fully Met	1.28	1.28	<a href="https://prasarbharati.gov.in/p-rasar-bharati-act/">https://prasarbharati.gov.in/p-rasar-bharati-act/</a>	Fully Met	1.28	Ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	<a href="https://prasarbharati.gov.in/organisation/">https://prasarbharati.gov.in/organisation/</a>	Partially Met	0.64	Must be in Chart format.
1.1.6	Any other details-the genesis, inception,	Fully Met	1.28	1.28	<a href="https://prasarbharati.gov.in/">https://prasarbharati.gov.in/</a>	Fully Met	1.28	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt			harati.gov.in/p-rasar-bharati-act/			
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>						
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	1.54	https://prasarbharati.gov.in/p-rasar-bharati-act/	Fully Met	1.54	Ok
1.2.2	Power and duties of other employees	1.54	1.54	Delegation of financial power-2022 to the CEO, Member(F), Member(P), DGs and functionaries of Prasar Bharati issued vide PBS letter no. PB/K-1(011)(29)/2022-Fin(IFD) dt. 31.03.2022	Fully Met	1.54	Ok
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	1.54	https://prasarbharati.gov.in/p-rasar-bharati-act/	Fully Met	1.54	Ok
1.2.4	Exercised	1.54	1.54	The details are available at https://prasarbharati.gov.i	Fully Met	1.54	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2.5	Work allocation	1.54	1.54	n/prasar-bharati-board/ https://prasarbharati.gov.in/pb-secretariat/#whoiswho Further detailed work allocation the same is regularly updated on Prasarnet & e-office. Also, the details are available at https://prasarbharati.gov.in/circulars/	Fully Met	1.54	Ok
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>						
1.3.1	Process of decision making Identify key decision making points	1.54	1.54	https://prasarbharati.gov.in/p-rasar-bharati-act/	Fully Met	1.54	Ok
1.3.2	Final decision making authority	1.54	1.54	https://prasarbharati.gov.in/p-rasar-bharati-act/	Fully Met	1.54	Ok
1.3.3	Related provisions, acts, rules etc.	1.54	1.54	https://prasarbharati.gov.in/p-rasar-bharati-act/	Fully Met	1.54	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.4	Fully Met	1.54	1.54	As per manual of office procedure	Fully Met	1.54	Ok
1.3.5	Fully Met	1.54	1.54	<a href="https://prasarbharati.gov.in/prasar-bharati-act/">https://prasarbharati.gov.in/prasar-bharati-act/</a>	Fully Met	1.54	Ok
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>						
1.4.1	Fully Met	1.54	1.54	<a href="https://prasarbharati.gov.in/prasar-bharati-act/">https://prasarbharati.gov.in/prasar-bharati-act/</a>	Fully Met	1.54	Ok
1.4.2	Fully Met	1.54	1.54	<a href="https://prasarbharati.gov.in/prasar-bharati-act/">https://prasarbharati.gov.in/prasar-bharati-act/</a>	Fully Met	1.54	Ok
1.4.3	Fully Met	1.54	1.54	Broadcast activities are accessible on DD free dish Cable TV and Radio, through terrestrial transmission and digital plateform.	Fully Met	1.54	Ok
1.4.4	Fully Met	1.54	1.54	As per Manual of Office Procedure	Fully Met	1.54	Ok
1.4.5	Fully Met	1.54	1.54	Grievances can be filed	Fully Met	1.54	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
				on CPGRAMS portal as well as email cgrce ilpbs@prasarbharati.gov.in			
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>						
1.5.1	Title and nature of the record/ manual /instruction.	1.92	1.92	<a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a>	Fully Met	1.92	Ok
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	1.92	<a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a> and other guidelines such as GFR, Delegations of Financial Power & other rules and regulation which is applicable to Central Govt. amended time to time and are circulated / issued to all the field offices of Prasar Bharati time to time.	Fully Met	1.92	Ok
1.5.3	Acts/ Rules manuals etc.	1.92	1.92	<a href="https://prasarbharati.gov.in/">https://prasarbharati.gov.in/</a>	Fully Met	1.92	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.5.4	Transfer policy and transfer orders	1.92	1.92	Available on Website as well as regularly updated on Prasarnet & e-office. <a href="https://prasarbharati.gov.in/circulars/">https://prasarbharati.gov.in/circulars/</a>	Fully Met	1.92	Ok
<b>1.6</b>	<b>Categories of documents held by the authority under its control</b> [Section 4(1)(b) (vi)]						
1.6.1	Categories of documents	3.85	3.85	<a href="https://prasarbharati.gov.in/p-rasar-bharati-annual-report/">https://prasarbharati.gov.in/p-rasar-bharati-annual-report/</a> <a href="https://prasarbharati.gov.in/p-rasar-bharati-annual-account/">https://prasarbharati.gov.in/p-rasar-bharati-annual-account/</a> <a href="https://prasarbharati.gov.in/procurement-policy/">https://prasarbharati.gov.in/procurement-policy/</a>	Fully Met	3.85	Ok
1.6.2	Custodian of documents/categories	3.85	3.85	As per manual of office procedure	Fully Met	3.85	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>						
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	As per Prasar Bharati Act http://prasarbharati.gov.in/prasar-bharati-act/ 2. Gazette Notification http://prasarbharati.gov.in/gazette-notification-pb/ 3. https://prasarbharati.gov.in/prasar-bharati-board/	Fully Met	0.96	Ok
1.7.2	Composition	Fully Met	0.96	https://prasarbharati.gov.in/prasar-bharati-act/	Fully Met	0.96	Ok
1.7.3	Dates from which constituted	Fully Met	0.96	Since inception of Prasar Bharati	Fully Met	0.96	Ok
1.7.4	Term/ Tenure	Fully Met	0.96	https://prasarbharati.gov.in/prasar-bharati-act/	Fully Met	0.96	Ok
1.7.5	Powers and functions	Fully Met	0.96	https://prasarbharati.gov.in/prasar-bharati-act/	Fully Met	0.96	Ok



S. No	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.6	Whether their meetings are open to the public?	0.96	0.96	No	Fully Met	0.96	Ok
1.7.7	Whether the minutes of the meetings are open to the public?	0.96	0.96	Due to strategic nature of business of Prasar Bharati, the minutes of the meeting of the Board and committees are not open to the public	Fully Met	0.96	Ok
1.7.8	Place where the minutes if open to the public are available?	0.96	0.96	Two members committee constituted for providing decisions for disclosure of minutes of the Prasar Bharati Board meeting / Management Committee Meeting minutes vide order no. I-24/012/5/2021-P BB dt. 03.02.2023	Fully Met	0.96	Ok
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]						

Sl. No.	Name and designation	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.1	Name and designation	Fully Met	3.85	3.85	https://prasarbharati.gov.in/public-secretariat/whoiswho https://prasarbharati.gov.in/door-darshan/#DD-Directorate https://prasarbharati.gov.in/all-india-radio-2#1594409283797-559b2b84-7c0a https://prasarbharati.gov.in/air-news/#15885132026-a6c5e269-e9de https://prasarbharati.gov.in/dd-news-2/#1588513202012-cc9c3d14-bfdb https://prasarbharati.gov.in/ccw-2/#CCW-Whos-Who https://prasarbharati.gov.in/nabm-pb/#1588505477136-03beb0ea	Fully Met	3.85	Ok

Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.8.2 Telephone , fax and email ID	3.85	3.85	-157a https://prasarbharati.gov.in/pb-secretariat/whoiswho https://prasarbharati.gov.in/door-darshan/#DD-Directorate https://prasarbharati.gov.in/all-india-radio-2/#1594409283797-559b2b84-7c0a https://prasarbharati.gov.in/air-news/#1588513202026-a6c5e269-e9de https://prasarbharati.gov.in/dd-news-2/#1588513202012-cc9c3d14-bfdb https://prasarbharati.gov.in/ccw-2/#CCW-WhosWho https://prasarbharati.gov.in/nabm-pb/#1588505477	Fully Met	3.85	Ok



Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
			sarbhharati.gov.in/rti-2/#1648614777626-c51c27b8-b1b4https://prasarbharati.gov.in/rti-2/#1648614777661-6ce2c56d-cd31 https://prasarbharati.gov.in/rti-2/#1648614777699-d91b67d3-d272 https://prasarbhharati.gov.in/rti-2/#1661246541500-44c15c6d-35a2			
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>					
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://prasarbharati.gov.in/vigilance/	Pl. update
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	https://prasarbharati.gov.in/vigilance/	Pl. update
<b>1.12</b>	<b>Programmes to advance understanding of RTI (Section 26)</b>					
1.12.1	Educational programmes	Fully Met	1.92	1.92	Regular programmes are conducted by the NABM	Ok
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	It is done through offline	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.12.3	Training of CPIO/APIO	1.92	1.92	/online courses Programmes run by NABM	Fully Met	1.92	Ok
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	1.92	Available on website <a href="https://prasarbharati.gov.in/rti-order-2022/">https://prasarbharati.gov.in/rti-order-2022/</a> <a href="https://dopt.gov.in/rti/proactive-disclosures/compedium-oms-notification-s-rti-act">https://dopt.gov.in/rti/proactive-disclosures/compedium-oms-notification-s-rti-act</a>	Fully Met	1.92	Ok
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>						
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	7.69	Available on website as well as regularly updated on Prasarnet & eoffice <a href="https://prasarbharati.gov.in/circulars/">https://prasarbharati.gov.in/circulars/</a>	Fully Met	7.69	Ok
<b>Total</b>		<b>100</b>	<b>96</b>		<b>100</b>	<b>92</b>	
<b>2</b>	<b>Budget and Programme</b>						
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>						
2.1.1	Total Budget for the public authority	10	10.00	Prasar Bharati made it a	Fully Met	10.00	Pl. update

Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
			budgetary requirement for IEBR. However some portion of salary and capital expenditure given by the Govt. as mandated under the Prasar Bharti act. Further the details are readily available in the Prasar Bharati annual accounts Report available at the website <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>			
2.1.2	10	10.00	Prasar Bharati made it a budgetary requirement for IEBR.	Partially Met	5.00	Pl. upload annual report 22-23
Budget for each agency and plan & programmes	Fully Met					

Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
			However some portion of salary and capital expenditure given by the Govt. as mandated under the Prasar Bharti act. Further the details are readily available in the Prasar Bharati annual accounts Report available at the website <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>			
2.1.3 Proposed expenditures	10	10.00	Prasar Bharati made it a budgetary requirement for IEBR. However some portion of salary and	Partially Met	5.00	Pl. upload annual report 22-23



	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
				capital expenditure given by the Govt. as mandated under the Prasar Bharti act. Further the details are readily available in the Prasar Bharati annual accounts Report available at the website <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>			
2.1.4	Revised budget for each agency, if any	10	10.00	Prasar Bharati made it a budgetary requirement for IEBR. However some portion of salary and capital expenditure given by the	Partially Met	5.00	Pl. upload annual report 22-23

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.5	Report on disbursements made and place where the related reports are available	10	10.00	Govt. as mandated under the Prasar Bharti act. Further the details are readily available in the Prasar Bharati annual accounts Report available at the website <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>	Fully Met	5.00	Pl. upload annual report 22-23
				Prasar Bharati made it a budgetary requirement for IEBR. However some portion of salary and capital expenditure given by the Govt. as mandated under the	Partially Met		

Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
			Prasar Bharti act. Further the details are readily available in the Prasar Bharati annual accounts Report available at the website <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>			
<b>2.2 Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>						
2.2.1 Budget	16.67	16.67	The details are available at <a href="https://prasarbharti.gov.in/wp-content/uploads/2022/03/final-book-English.pdf">https://prasarbharti.gov.in/wp-content/uploads/2022/03/final-book-English.pdf</a> <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>	Partially Met	8.34	Pl. upload annual report 22-23
2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The	16.67	0	empty	Not Met	0	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.2.3	Fully Met	16.67	16.67	https://prasarbharati.gov.in/procurement-policy/ https://prasarbharati.gov.in/pbtenders/	Fully Met	16.67	Ok
	period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit						
	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.						
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>						
2.3.1	Name of the programme of activity	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.2	Objective of the programme	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.3	Procedure to avail benefits	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.4	Duration of the programme/ scheme	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.5	Physical and financial targets of the programme	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable0	0	empty	Not Applicable0		Ok
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable0	0	empty	Not Applicable0		Ok
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>						
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable0	0	empty	Not Applicable0		Ok
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable0	0	empty	Not Applicable0		Ok
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>						
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable0	0	empty	Not Applicable0		Ok
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of	Not Applicable0	0	empty	Not Applicable0		Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations						
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>						
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	50	50.00	Audited Annual Account are uploaded on Prasar Bharati Website and link is <a href="https://prasarbharti.gov.in/prasar-bharati-annual-account/">https://prasarbharti.gov.in/prasar-bharati-annual-account/</a>	Fully Met	50.00	Ok
<b>Total</b>		<b>150</b>	<b>133</b>		<b>150</b>	<b>105</b>	
<b>3</b>	<b>Publicity Band Public interface</b>						
<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>						
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable0	0	empty	Not Applicable0	0	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable0	0	empty	Not Applicable0	0	Ok
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>						
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable0	0	empty	Not Applicable0	0	Ok
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which	Not Applicable0	0	empty	Not Applicable0	0	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy						
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>						
3.3.1	Use of the most effective means of communication - Internet (website)	50	50.00	Prasar Bharati Fully Met <a href="https://prasarbharati.gov.in/">https://prasarbharati.gov.in/</a>	Fully Met	50.00	Ok
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>						
3.4.1	Information manual/handbook available in Electronic format	25	25.00	<a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a>	Fully Met	25.00	Ok
3.4.2	Information manual/handbook available in Printed format	25	25.00	<a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a>	Fully Met	25.00	Ok
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>						
3.5.1	List of materials available Free of cost	25	25.00	It is available on website <a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a> <a href="https://prasarbharati.gov.in/procurement-policy/">https://prasarbharati.gov.in/procurement-policy/</a> <a href="https://prasarbharati.gov.in/p-rasar-bharati-annual-report/">https://prasarbharati.gov.in/p-rasar-bharati-annual-report/</a> <a href="https://prasarbharati.gov.in/w-p-content/uploads/2021/10/986005.799999">https://prasarbharati.gov.in/w-p-content/uploads/2021/10/986005.799999</a>	Fully Met	25.00	Ok

Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.5.2	25	25.00	It is available on website https://prasarbharati.gov.in/air-manual/ https://prasarbharati.gov.in/procurement-policy/ https://prasarbharati.gov.in/p-rasar-bharati-annual-report/ https://prasarbharati.gov.in/wp-content/uploads/2021/10/986005.799999997.pdf https://prasarbharati.gov.in/wp-content/uploads/2021/10/Role-of-HOO-and-D	Fully Met	25.00	Ok
			List of materials available At a reasonable cost of the medium			



	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
<b>Total</b>		<b>150</b>	<b>150</b>		<b>150</b>	<b>150</b>	
<b>4</b>	<b>E-Governance</b>						
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>						
4.1.1	English	14.29	14.29	Yes	Fully Met	14.29	Ok
4.1.2	Vernacular/ Local Language	14.29	14.29	Hindi	Fully Met	14.29	Ok
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>						
4.2.1	Last date of Annual update	28.57	28.57	The uploaded Annual report is available at <a href="https://prasarbharati.gov.in/prasarar-bharati-annual-report/">https://prasarbharati-annual-report/</a>	Fully Met	28.57	Ok
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>						
4.3.1	Details of information available in electronic form	9.52	9.52	All information available on website	Fully Met	9.52	Ok
4.3.2	Name/ title of the document/record/ other information	9.52	9.52	AIR Manual	Fully Met	9.52	Ok
4.3.3	Location where available	9.52	9.52	<a href="https://prasarbharati.gov.in/air-manual/">https://prasarbharati.gov.in/air-manual/</a>	Fully Met	9.52	Ok
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>						
4.4.1	Name & location of the faculty	7.14	7.14	Facilitation counter is available in Doordarshan Bhawan	Fully Met	7.14	Ok
4.4.2	Details of information made available	7.14	7.14	Yes	Fully Met	7.14	Ok

9440524/2023/RTI-Division_PBS		Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Office Hours	Fully Met	7.14	Ok
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	CPIO PBS 011-23114527 cpio.pbs@prasarbharati.gov.in	Fully Met	7.14	Ok
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	A Central Grievance Redressal Cell has been created in Prasar Bharati to deal with the Grievances	Fully Met	3.57	Ok
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Quarterly report filed in CIC. Also the details are available in Annual report of Prasar Bharati available at Prasar Bharati Website.	Fully Met	3.57	Ok
4.5.3	List of completed schemes/ projects/ Programmes	Fully Met	3.57	3.57	Complied data not available	Fully Met	3.57	Ok
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Complied data not available	Fully Met	3.57	Ok
4.5.5	Details of all contracts entered into including	Fully Met	3.57	3.57	Complied data	Fully Met	3.57	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
				shared in public domain is made available in RTI section of Prasar Bharati Website.			
4.5.6	Annual Report	3.57	3.57	Annual report is available at <a href="https://prasarbharati.gov.in/prasar-bharati-annual-report/">https://prasarbharati.gov.in/prasar-bharati-annual-report/</a>	Fully Met	3.57	Ok
4.5.7	Frequently Asked Question (FAQs)	0	0	empty	Not Met	0	Must be the provision of FAQ.
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	3.57	<a href="https://prasarbharati.gov.in/citizen-charter/">https://prasarbharati.gov.in/citizen-charter/</a>	Fully Met	3.57	Ok
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>						
4.6.1	Details of applications received and disposed	14.29	14.29	Quarterly report submit to CIC and available on <a href="https://prasarbharati.gov.in/wp-content/uploads/2023/05/RTI-Status.pdf">https://prasarbharati.gov.in/wp-content/uploads/2023/05/RTI-Status.pdf</a>	Fully Met	14.29	Ok
4.6.2	Details of appeals received and orders issued	14.29	14.29	Quarterly	Fully Met	14.29	Ok

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL	
				report submit to CIC and available on https://prasarbharati.gov.in/wp-content/uploads/2023/05/RTI-Status.pdf				
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	All the questions are replied by MIB based on information provided by Prasar Bharati.	Partially Met	14.29	Physically available, but not on website.
<b>Total</b>			<b>196</b>	<b>196</b>		<b>200</b>	<b>182</b>	
<b>5</b>	<b>Information as may be prescribed</b>							
<b>5.1</b>	<b>Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://prasarbharati.gov.in/rti-2/	Fully Met	20.00	Ok
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Fully Met	20	20.00	Yes	Fully Met	20.00	Ok
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	Sh. S.A.Tripathi, Dy. Director General (E)- 21.04.2022	Fully Met	20.00	Ok
5.1.4	Consultancy committee of key stake holders for	Fully Met	20	20.00	Under	Partially Met	10.00	In file. Under

	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers			Process			process.
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	20	20.00	As and when required	Fully Met	20.00	Ok
<b>Total</b>		<b>100</b>	<b>100</b>		<b>100</b>	<b>90</b>	
<b>6</b>	<b>Information Disclosed on own Initiative</b>						
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>						
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	25	25.00	The information which is required is to be shared in Public domain is made available in the RTI section of Prasar Bharati Website.	Fully Met	25.00	OK
<b>6.2</b>	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ</b>						
6.2.1	Whether STQC certification obtained and its validity	12.5	12.50	Information not available	Not Met	0	Pl. Update
6.2.2	Does the website show the certificate on the Website?	12.5	12.50	No	Not Met	0	Pl. Update
<b>Total</b>		<b>50</b>	<b>50</b>		<b>50</b>	<b>25</b>	
<b>Grand Total</b>		<b>746</b>	<b>726</b>		<b>750</b>	<b>644</b>	