

सोबत उच्च व तंत्र शिक्षण विभाग यांचे “सार्वजनिक प्राधिकरणाने स्वतःहून किंवा सकारात्मक तत्वावर माहितीचा अधिकार अधिनियम, २००५ यांच्या कलम ४ अन्वये माहिती प्रकट करण्याबाबत” या विषयाचे सामान्य प्रशासन विभागाचे पत्र क्रमांक संकीर्ण-२०१५/प्र.क्र.२०१/१५/का.सहा., दिनांक ७.११.२०१६ ची प्रत सहपत्रांसह सोबत जोडत आहे.

क्रमांक : १६/संकीर्ण/२०१७/शा२९२६६  
तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य,  
३ महापालिका मार्ग, पत्र पेटी क्र. १९६७,  
मुंबई ४०० ००९.

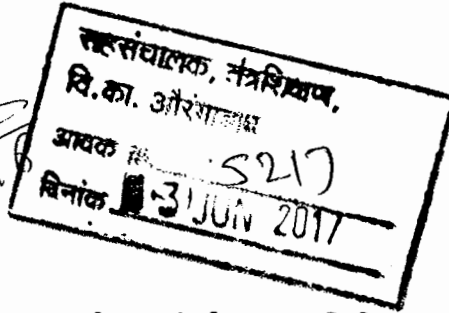
दिनांक : ०५ JUN २०१७

प्रति,

- १) सहसंचालक, तंत्रशिक्षण विभागीय कार्यालय, मुंबई / पुणे / नाशिक / औरंगाबाद / अमरावती / नागपूर.
- २) संचालक, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई यांनी त्यांचे अधिपत्याखालील संबंधित अधिकारी यांच्या निदर्शनास आणावे व पुढील कार्यवाही करावी.

श्री. कृष्णराव

२  
12/6/17



सुचित्रा रणदिवे

( सुचित्रा रणदिवे )  
सहाय्यक संचालक  
तंत्रशिक्षण, महाराष्ट्र राज्य, मुंबई

प्रत :- सर्व कार्यासने, मुख्य कार्यालय, मुंबई यांना माहिती व आवश्यक कार्यवाहीसाठी.

पू.क्र.विकाओ/मा.अ./२०१७/२२०८  
दिनांक 15 JUN 2017

प्रति,

प्राचार्य/संचालक,  
शासकीय / अशासकीय अनुदानित तंत्रनिकेतने / अभियांत्रिकी /  
औषधनिर्माणशास्त्र महाविद्यालये,  
औरंगाबाद विभाग.

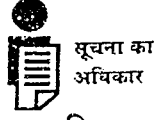
यांना प्रत देवून कळविण्यात येते की, उपरोक्त संदर्भिय पत्रानुसार योग्य ती कार्यवाही करण्यात यावी.

महेश शिवणकर

प्र.सहसंचालक,  
तंत्रशिक्षण विभागीय कार्यालय, औरंगाबाद

प्रत - प्रोग्रॅमर यांना कार्यालयाच्या संकेतस्थळावर प्रसिध्द करण्यासाठी.

15 NOV 2016



सूचना का  
अधिकार

माहितीचा अधिकार

Right to  
Information

सामान्य प्रशासन विभाग  
१९ वा मजला, नविन प्रशासकीय इमारत,  
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,  
मंत्रालयासमोर, मुंबई-४०० ०३२.  
दूरध्वनी क्र. ०२२-२२०४९५४३

क्र. संकीर्ण २०१५/प्र.क्र. २०१/१५ /का.सहा

दिनांक : ७ .११.२०१६.

प्रति,

सर्व सहसचिव/उपसचिव (आस्थापना)/ माहिती अधिकार समन्वयक,  
सर्व मंत्रालयीन विभाग, मंत्रालय, मुंबई.

विषय:- सार्वजनिक प्राधिकरणाने स्वतःहून किंवा सकारात्मक तत्वावर माहितीचा अधिकार  
अधिनियम, २००५ याच्या कलम ४ अन्वये माहिती प्रकट करण्याबाबत.

संदर्भ:- अप्पर मुख्य सचिव (र. व का.) यांचे सर्व विभागांच्या सचिवांना लिहिलेले  
अर्धशासकीय पत्र समक्रमांक दि.१४.९.२०१५.

महोदय,

उपरोक्त विषयावरील संदर्भाधीन पत्र कृपया पहावे.

केंद्र शासनाने नेमलेल्या श्री.अ.अन.तिवारी, मा.मुख्य माहिती आयुक्त (से.नि.) यांच्या  
अध्यक्षतेखाली नेमलेल्या त्रिसदस्यीय समितीने केलेल्या शिफारशीच्या अनुषंगाने शासनाच्या Ministry of  
Personnel, Public Grievances and Pensions, Department of Personnel and Training त्या विभागाने  
दि.३०.६.२०१६ तसेच सार्वजनिक प्राधिकरणाने, माहिती अधिकार अर्ज/प्रथम अपील अर्ज याबाबतची माहिती  
स्वाधिकारे प्रकट करताना वैयक्तिक व जनहिताची नसलेली माहिती प्रकट न करण्याबाबतच्या दि.७.१०.२०१६ च्या  
परिपत्रकान्वये प्रसारित केलेल्या कार्यालयीन ज्ञापनाची प्रत आपल्या माहितीस्तव सोबत जोडली आहे. कृपया  
अवलोकन व्हावे.

२. उपरोक्त ज्ञापनातील सूचना आपल्या विभागातील सर्व संबंधीत अधिकारी तसेच कार्यालये यांच्या  
निदर्शनास आणून कार्यवाही करण्याबाबत सूचित करण्याची विनंती आहे.

आपला,

(रा.मा.जाधव)

शासनाचे उप सचिव.

सोबत — वरिलप्रमाणे.

प्रत- कार्यासन सहा संग्रहार्थ.

F.No. 1/1/2013-IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
\*\*\*

North Block, New Delhi  
Dated the 7<sup>th</sup> October, 2016

17<sup>th</sup>

OFFICE MEMORANDUM

Subject:- Uploading of RTI replies on the respective websites of  
Ministries / Departments

Attention is invited to para 1.4.1. of the enclosed guidelines referred to in this Deptt.'s O.M. No.1/6/2011-IR dated 15.04.2013, for implementation of suo-motu disclosure under Section 4 of the RTI Act, 2005, which states as follows:-

*"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."*

2. Further vide O.M. No.1/1/2013-IR dated 21.10.2014 on the issue of uploading of RTI replies on the respective websites of Ministries / Departments, DoPT had requested that:

*"RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, if they do not serve any public interest".*

3. Now, keeping in view the directions dated 20.11.2013 of Hon'ble High Court of Kolkata in Writ Petition No.33290/2013 in the case of Mr. Avishek Goenka Vs Union of India regarding personal details of RTI applicants, it is clarified that while proactively disclosing RTI applications and appeals received and responses thereto, on their website, the personal details of RTI applicant/appellant should not be disclosed as they do not serve any public interest. It is further clarified that the personal details would include name, designation, address, e-mail id and telephone no. including mobile no. of the applicant.

To

All Public Authorities

(Gayatri Mishra)  
Director (IR)  
Tele:23092755

21-10-12  
मुख्य सचिवके कार्यालय  
दिनांक 29 OCT 2016  
e-1925947

27 OCT 2016

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S. Shrivastava

49.147  
09/11/16

क. मन्त्री के  
अ. मन्त्री  
3/1/16  
अ. मन्त्री

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.

- 1 -

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.

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.