

**Office Circular****Subject: Disclosure of Information as per RTI Act 2005, on the Website**

RTI (Right to Information) is a fundamental right granted to citizens of India under the Indian Constitution. It allows individuals to request and receive information from government agencies and bodies, regardless of their designation or location. The disclosure of information through RTI helps citizens to ensure transparency and accountability in governance. Under RTI, citizens can seek information about various topics, including healthcare, education, finance, and environmental protection, among others.

As per the RTI act certain information must be available on the website in order to promote transparency and reduce the RTI applications. It has been observed that the website of this centre needs to be updated in order to compliance the provisions of RTI Act 2005.

The following information is required to be publish under RTI-Disclosure tab. In this regard, website of NIELIT HQ (<https://nielit.gov.in/content/rTI-disclosure>) can be visited (if required) to get the clarity on information type.


S.No	Item
<b>1.</b>	<b>Organisation and Function</b>
1.1	Particulars of organisation, functions and duties [Section 4(1)(b)(i)]
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4 (1) (b) (viii)]
1.8	Directory of officers and employees as on ----- [Section 4(1) (b) (ix)]
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))
1.12	Programmes to advance understanding of RTI (Section 26)
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]
<b>2</b>	<b>Budget and Programme</b>
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]
<b>3</b>	<b>Publicity Band Public interface</b>
3.1	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]



3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]
4	<b>E.Governance</b>
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]
5	<b>Information as may be prescribed</b>
5.1	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]
6	<b>Information Disclosed on own Initiative</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information
6.2	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, Public Grievance and Pensions, Govt. Of India)

Accordingly, all section heads/project Incharges are requested to get publish the information which is of public domain including retention policy of the documents with respect to projects being handled by them and get update the website regularly through website administrator.

This issues with the approval of Executive Director.

  
(Jitendra Bhatia)  
Public Information Officer

To

- All Section Heads/Project Incharges
- Vigilance Officer
- Admin and Finance Wing
- Ms Suman, Sr Technical Officer - with a request to upload on the website of the Centre.

Copy to

- Executive Director Office