

**LOK SABHA SECRETARIAT**  
**INFORMATION CELL**

**FB-074, PLB**

**No. 27465**

**13 September 2011**

**CIRCULAR**

**Subject: Disclosure of Information under Section 4 of the Right to Information Act, 2005**

Attention of all Officers/Branches is drawn to Circular No.27059 dated 3 May, 2010 on the above subject. Under the provisions of the Right to Information Act 2005, every Public Authority is expected to provide as much information as possible suo moto to the public through various means of communications so that the public have minimum need to use the Act to obtain information. Internet being one of the most effective means of communications, this objective can easily be facilitated by posting the information on the website. At present the information available on the website of Lok Sabha covers Members' profile, their contact numbers and addresses, business in the House, debates, Members' salaries, allowances and facilities, Members' attendance in the House, Conferences, Questions, Bulletin Part I & Part II, Bills and Acts etc, Parliament Library, recruitment, organizational set up of Lok Sabha Secretariat, Committee sittings and reports of the Committees.

2. In view of the need to put more and more information in the public domain, all the Branches are requested to review the information so far put up by them on the Lok Sabha website and update the information as may be deemed necessary in order to ensure that the requirements of the RTI Act (in particular Section 4 of the Act) are fully complied with.

3. Section 4(1)(b) requires every Public Authority to publish certain information enumerated in this Section. Particulars of such information which is

required to be made public are reproduced in the Annexure to this circular. The Branches concerned are requested to take suitable steps to compile the relevant information and after approval by the concerned Divisional Officer send the same to the Software Unit directly for being uploaded on the website within one month from the date of issue of this circular.

4. All the Branches who have till date not uploaded the requisite information on the website are once again requested to do so on priority basis. Also, other Branches who have already uploaded the information on the website are also requested to update the information put up on the website at regular intervals so that the public has minimum resort to the use of the Act to obtain information on the various activities of this Secretariat.

5. Since the information to be supplied to the applicant under the RTI Act is 'Time Bound' all Officers/Branches are requested to ensure that two copies of information duly approved by Divisional Officer concerned are supplied to the Information Cell strictly within stipulated period.

6. Branches are also requested that while replying to RTI applications, alongwith the forwarding note, point-wise replies may be sent for onward transmission to the applicants.

  
(BRAHM DUTT)

CENTRAL PUBLIC INFORMATION OFFICER

(FNo. 2(28)/IC/11)

To

All Officers  
All Branches

ANNEXURE

**Particulars of information required to be made public by the Public Authority under Section 4(1)(b) of the RTI Act, 2005**

<b>Particulars of information</b>	<b>Branches concerned*</b>
(i) The particulars of its organization, functions and duties;	AN-I
(ii) The powers and duties of its officers and employees;	AN-I
(iii) The procedure followed in the decision making process, including channels of supervision and accountability;	AN-I
(iv) The norms set by it for the discharge of its functions;	AN-I
(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	AN-I/CB-I
(vi) A statement of the categories of documents that are held by it or under its control;	AN-I/CB-I
(vii) The particulars of any arrangements that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	AN-I
(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	CB-I
(ix) A directory of its officers and employees;	AN-I/AN-II
(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	B&P
(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	IFU
(xii) The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes;	G.W Branch
(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;	AN-I
(xiv) Details in respect of the information, available held by it, reduced in an electronic form;	Computer (Software) Management Branch
(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	IC/LARRDIS
(xvi) The names, designations and other particulars of the Public Information Officers;	IC

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\*In case a particular information is more closely related to another Branch the same may be referred accordingly, under intimation to Information Cell