

डा. एस. के. सरकार

Dr. S. K. Sarkar

सचिव

SECRETARY

Tel : 23094848

Fax : 23094500

E-mail : sarkardk@nic.in



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI - 110001  
Website : <http://persmin.gov.in>

21<sup>st</sup> November, 2013

D.O.No. 1/6/2011-IR

Dear Chief Secretary,

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 disclosure 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. In order to further improve the proactive disclosure, Government of India constituted a Task Force on Suo motu disclosure in May 2011, which included representatives of civil society organizations active in the field of Right to Information. After considering the recommendations of the Task Force, the Government of India has already issued guidelines to Central Ministries/Departments for Proactive Disclosure under Section 4 of the RTI Act vide OM No. 1/6/2011-IR dated 15/04/2013.

3. The Task Force also recommended guidelines for disclosure by State Governments along with templates for disclosure at various levels. Illustrative templates have been recommended for disclosures under Public Distribution System, Panchayats, MGNERGA, and Primary and Secondary Schools. A Copy of the guidelines along with templates is enclosed as Annexure.

4. You are requested to consider issuing the above guidelines and templates for better implementation of the suo motu disclosure at State level.

With regards,

Yours sincerely,

(Dr. S.K. Sarkar)



सूचना का  
अधिकार

## **ANNEXURE**

### **Guidelines for State Governments for facilitating disclosure at district and lower levels of government through suggestive templates for key areas**

1.0 The scheme of Section 4 of RTI Act, 2005 applies uniformly to all the public authorities, irrespective of their level of administration or service delivery (Centre, state, district etc.). It is felt that the extent of detailing required, varies according to the level of administration. If this could be facilitated by the development of suitable templates, it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS), disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view, the following four areas have been identified for development of templates:

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, it is recommended that similar templates need to be worked out for other important areas also such as health services, services relating to social benefits, etc.

### **2.0 Templates for Information Disclosure**

The templates for information disclosure at various levels of service delivery in relation to the four areas mentioned above are enclosed at the end of the guidelines. The general principles which should be adopted for disclosure at various levels are given below:

#### **2.1 Use of Information boards/walls**

Section 4(4) of the RTI Act states that information should be disseminated taking into consideration the most effective method of communication in that local

area and the information should be easily accessible. Given the limited reach and accessibility of internet in India, it is recommended that at village / block level, relevant information should be painted on walls and provided on boards in the local language at prominent public places.

## *2.2 Information disclosure through any document/proof of delivery that is available to beneficiaries*

Any document relating to a scheme/program of the Government that is held by a citizen, such as ration card, school books etc., should be used as a mode of disclosure. Information can be printed on such documents in the local language. Stickers can be used to update/change the information, if required.

## *2.3 RTI Proactive Disclosure File*

Panchayat is the first public authority to interface with citizens. In their case, considerable information can be painted on walls. However, all information painted on walls should also be kept ready for perusal in a ~~RTI~~ Proactive Disclosure File. This file should also contain details of all the money received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

## **3.0 'Good' and 'Innovative' practices adopted by State Governments**

3.1 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets expenditure, MGNREGA works, payments etc in the Gram Sabha, Example . ~~Aq.~~ works as a Gram Panchayat Secretary and a PIO in ~~Xq~~state. Even before the RTI Act was in place, **she/(he)** was using folk lyrics as a medium of disseminating information. In **her/(his)** Gram Sabha, **she/(he)** talks about various schemes by connecting them to incidents in the village and sings a folk song highlighting the specific characteristics of a scheme. **Her/(his)** Gram Sabhas are frequented by large numbers of residents on a regular basis.
- In a **particular district** in '**Y**' **state**, during the RTI campaign for pro-active disclosure, it was observed that the use of multimedia vehicle for dissemination of information was widely accepted. The pamphlets and guidelines of various schemes, including forms, were disseminated by "**RTI**

**on Wheels”** - a multimedia vehicle. Films and case studies of the use of information for achieving transparency in governance were screened.

- In ~~ay~~ **state**, it is a regular practice that details of the proceedings of Gram Sabhas are reported in local newspaper.

**Enclosure**

# **Templates for disclosures for Public Distribution System**

**I. Disclosure at Fair Price Shop (FPS) level**

**1. Static Information** to be painted at the FPS in the local language:

**Template 1.1: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antyodaya		Annapurna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bazra/ millet								
other/salt								
<b>Sample of all commodities to be displayed at the FPS</b>								

**Template 1.2: Information about the FPS**

<b>1. Names of Villages/ Mohallas/ Areas covered by the FPS: -----</b>	
<b>1</b>	<b>Name of license holder</b>
	<b>License number (display copy of license)</b> <b>Date of issue</b>
	<b>Name of shop keeper</b> <b>Phone no</b>
<b>2</b>	<b>Time of shop opening-----</b>
	<b>Time of shop closing-----</b>
	<b>Days the shop remains open in a week</b>
<b>3</b>	<b>List of records held by the FPS- Stock register, sale register, list of cardholders attached to the shop, etc.</b>

### Template 1.3: Information about the grievance redressal mechanism

#### **Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (if helpline is available)

e.g. 1800-111-222-333

#### **Name, designation and contact of the grievance redressal authority**

Complaints regarding the functioning of the Public Distribution System can be made to:

- “ Helpline number:
- “ At the Block level:
- “ At the District level
- “ At the State level
- “ Vigilance committees at all levels
- “ Other relevant authority

### Template 1.4: Public audit of records of the FPS

#### **Records of FPS available for public audit**

- All records of the FPS are available for inspection to cardholders on demand
- On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm
- On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office from 2 to 5 pm

## Template 1.5: Information about the RTI Act

### Right to Information Act, 2005

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

- Applications for seeking information may be submitted in writing with the prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days

#### Name, designation and contact details of relevant officials under the RTI Act

Public Information Officer (PIO)	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.
Assistant Public Information				

2. **Dynamic information at the FPS** to be painted / available on blackboards and made available in a file for inspection on demand in local language :

**Template 2.1: Stock Position (prev. month)**

<b>REQUIREMENT, STOCK AND DISTRIBUTION FOR THE MONTH -----</b>												
<b>Ration</b>	<b>APL</b>				<b>BPL</b>				<b>AAY</b>			
	Required	Balance of previous month	Stock provided in this month	Distributed in this month	Required	Balance of previous month	Stock provided in this month	Distributed in this month	Required	Balance of previous month	Stock provided in this month	Distributed in this month
<b>Wheat</b>												
<b>Flour</b>												
<b>Rice</b>												
<b>Edible oil</b>												
<b>Sugar</b>												
<b>Kerosene</b>												
<b>Board verified by ..... On .....</b>												

**Template 2.2: Vigilance Committee FPS-level**

FPS-level Ration Vigilance Committee

The last meeting of the Vigilance Committee was held on ò .  
 The next meeting of the Vigilance Committee will be held on ò  
 Minutes of the committee meetings are available for inspection at ò .

Members of the Ration Vigilance Committee

Name	Designation	Phone number & address
	Chairperson	

**Template 2.3: List of ration cardholders \***

<b>Number of Ration Cards (as on.....)</b>		
	<b>Number of cards</b>	<b>Total number of members</b>
<b>APL</b>		
<b>BPL</b>		
<b>AAY</b>		
<b>Annapurna</b>		
<b>Applications pending</b>		
<b>Total</b>		

\*The list of all cards (attached to the shop) must be displayed at the FPS. The print out of the list could be stuck on the wall and a register be maintained which should be available for inspection on demand.

**II. Disclosures at the block/ panchayat\* level office** (\*or other appropriate authority for areas under the sixth schedule of the Constitution and for urban areas) :

**Template 1: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antyodaya		Annapurna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bajra/ millet								
other/salt								
<b>Sample of all commodities to be displayed at the FPS</b>								

**Template 2: Monthly stock position of each FPS**

REQUIREMENT, STOCK AND DISTRIBUTION FOR THE MONTH -----												
FPS Name & Number: Address:												
Ration	APL				BPL				AAY			
	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distributed in this month	Required	Balance of prev month	Stock provided in this month	Distributed in this month
Wheat												
Flour												
Rice												
Sugar												
Kerosene												

### Template 3: Name, designation & duties of officials

S. No.	Name	Designation	Duties
1		Food Supplies Officer	-
2		Inspector	-
3			-
4			-
5			-

### Template 4: Grievance redressal mechanism

#### **Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (if helpline is available)

**e.g. 1800-111-222-333**

#### **Name, designation and contact of the grievance redress authority**

**Complaints regarding the functioning of the Public Distribution System can be made to:**

- “ Helpline number:
- “ At the Block level:
- “ At the District level
- “ At the State level
- “ Vigilance committees at all levels
- “ Other relevant authority

### Template 5: Status of complaints filed

<b>Status of Complaints filed</b> (to be maintained in a register shown on demand/ print outs pinned on a notice board)					
S. No.	Name of complainant & complaint number	Date of filing complaint	Name & designation of officer who received the complaint	Current status of grievance	Name and number of FPS/KOD against whom complaint was filed

<b>Complaints received in the last six months (Painted)</b>			
S. No.	Name and number of FPS/KOD against whom complaints were filed	Total number of complaints filed	Action taken against FPS/KOD
1			
2			

### Template 6: Public audit of records of the FPS

<b><u>Records of FPS available for audit</u></b>
<ul style="list-style-type: none"><li>• All records of the FPS are available for inspection to cardholders on demand</li><li>• On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm</li><li>• On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office between 2 to 5 pm</li></ul>

### Template 7: Vigilance Committee at Block/ Panchayat- level

## Block/Panchayat-level Ration Vigilance Committee

The last meeting of the Vigilance Committee was held on ....

The next meeting of the Vigilance Committee will be held on ...

Minutes of the committee meetings are available for inspection at ....

### Members of the Ration Vigilance Committee

Name	Designation	Phone number & address
	Chairperson	

### Template 8: List of ration cardholders\*

Number of Ration Cards (as on.....)		
	Number of cards	Total number of members
APL		
BPL		
AAY		
Annapurna		
Applications pending		
Total		

\*The list of all cards (attached to the shop) must be displayed securely, in an accessible place at the Block/Panchayat- level office. The print out of the list could be stuck on the wall and a register be maintained which should be available for inspection on demand.

\*The list should be painted in the village

**Template 9: Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal**

<b>Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal</b>				
Type of Card	Eligibility	Documents required	Fee, if any	Time-frame for disposal
APL Card				
BPL Card/ AAY Card				
Modification to card				

**All applications should be given a unique number and people should be able to track the status of their application on the website of the department. Reasons for rejection of any application must be recorded online and should be communicated to the applicant.**

**Template 10: Boards displaying all relevant orders**

- Board should display relevant orders by:
  - Food Department
  - Supreme Court
- Orders pertaining to closure/transfer of FPS, policy changes etc.

**Template 11: Information about the RTI Act**

**Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

“ Applications for seeking information may be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).

“ RTI application fee is Rs. \_\_\_\_ & photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.

“ No fee for citizens below the poverty line

“ Information will be provided within 30 days

“ If information is not provided within the stipulated time-frame, first appeal can be to the First Appellate Authority in the Department and the Second appeal can be filed to the Information Commission.

“ If information is not provided in time, a penalty of Rs. 250 per day, subject to a maximum on Rs. 25000 can be levied on the PIO by the Information Commission.

“ **Under Section 4 of the Act, the department is required to proactively provide information to citizens. The Section 4 publication is available in the office of the PIO in room no. \_\_\_\_\_ and can be inspected any time during office hours for free.**

Name, designation and contact details of relevant officials under the RTI Act				
Public Information Officer (PIO) Assistant Public Information Officer	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.

**Template 12: Board displaying list of documents available for inspection**

All documents of this office can be inspected by citizens and photocopies can be taken at actual cost

Name of document	Officer responsible for maintaining the document	Time for inspection

### III. Disclosures at the District level:

#### Template 1: Information to be kept in a file, available for inspection on demand

- List of card-holders (FPS-wise and Block-wise)
- Monthly stock position of all FPS in the district
- Minutes of meetings/reports of FPS-level, block-level and district-level vigilance committees
- Status of complaints filed

#### Template 2: Board displaying list of documents available for inspection

All documents of this office can be inspected by citizens and photocopies can be taken at actual cost

Name of document	Officer responsible for maintaining the document	Time for inspection

**Template 3: Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards**

Ration	APL		BPL		Antyodaya		Annapurna	
	Price	Quantity	Price	Quantity	Price	Quantity	Price	Quantity
Wheat								
Flour								
Rice								
Edible oil								
Sugar								
Kerosene								
Maize, Bajra/ millet								
<b>Sample of all commodities to be displayed at the FPS</b>								

**Template 4: Grievance redressal mechanisms**

**Complaints Register**

Ration cardholders can register their complaints in the complaints register available in the Fair Price Shop. Cardholders can demand inspection of the complaints register.

**State-level toll free INFORMATION and GRIEVANCE REDRESS HELPLINE** (if helpline is available)

**e.g. 1800-111-222-333**

**Name, designation and contact of the grievance redress authority**

**Complaints regarding the functioning of the Public Distribution System can be made to:**

- “ Helpline number:
- “ At the Block level:
- “ At the District level
- “ At the State level
- “ Vigilance committees at all levels
- “ Other relevant authority

**Template 5: Name, designation & duties of officials**

S. No.	Name	Designation	Duties
1		Additional Commissioner	-
2		Assistant Commissioner	-
3		Food Supplies Officer	-
4		Inspector	-
5			-

**Template 6: Public audit of records of the FPS**

**Records of FPS available for audit**

- “ All records of the FPS are available for inspection to cardholders on demand at the FPS
- “ On the last Saturday of every month, all the records of the FPS will be available for audit by the people at the FPS between 2 to 5 pm
- “ On the first Saturday of every alternate month, all records of the FPS will be available for audit by people at the Circle/block/panchayat level office between 2 to 5 pm

## Template 7: Vigilance Committee District- level

### District-level Ration Vigilance Committee

The last meeting of the Vigilance Committee was held on ....

The next meeting of the Vigilance Committee will be held on ...

Minutes of the committee meetings are available for inspection at ....

#### Members of the Ration Vigilance Committee

Name	Designation	Phone number & address
	Chairperson	

## Template 8: List of ration cardholders\*

Number of Ration Cards (as on.....)		
	Number of cards	Total number of members
APL		
BPL		
AAY		
Annapurna		
Applications pending		
<b>Total</b>		

\*The list of all cards (attached to the shop) must be displayed at the Block/Panchayat level office and at the FPS. The print out of the list could be stuck on the wall and a register be maintained which should be available for inspection on demand.

\*The list should be painted in the village

**Template 9: Procedure for applying for new card/other services and time-frame for disposal of applications**

<b>Procedure for applying for a new APL, BPL and AAY ration card/other services and the time-frame for disposal</b>				
Type of Card	Eligibility	Documents required	Fee, if any	Time-frame for disposal
APL Card				
BPL Card/ AAY Card				
Modification to card				

**All application should be given a unique number and people should be able to track the status of their application on the website of the department. Reasons for rejection of any application must be recorded online and should be communicated to the applicant.**

**Template 10: Boards displaying all relevant orders**

- Board should display relevant orders by:
  - Food Department
  - Supreme Court
- Orders pertaining to closure/transfer of FPS, policy changes etc.

## Template 11: Information about the RTI Act

### Right to Information Act 2005

Under the RTI Act, citizens have the right to access information from the Department of Food and Civil Supplies.

"Applications for seeking information may be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).

"RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.

"No fee for citizens below the poverty line

"Information will be provided within 30 days

"If information is not provided within the stipulated time-frame, the first appeal can be to the First Appellate Authority in the Department and the Second appeal can be filed to the Information Commission

"If information is not provided in time, a penalty of Rs. 250 per day, subject to a maximum on Rs. 25000 can be levied on the PIO by the Information Commission.

**"Under Section 4 of the Act, the department is required to proactively provide information to citizens. The Section 4 publication is available in the office of the PIO in room no. \_\_\_\_\_ and can be inspected any time during office hours for free.**

#### Name, designation and contact details of relevant officials under the RTI Act

Public Information Officer (PIO)	Name of officer	Designation of officer	Office address & Room no.	Mobile phone no.
Assistant Public Information				

#### **IV. Disclosures at the State-level through the Department website:**

1. Contents of website related to distribution of grain (to be updated in real-time, as far as possible)

- É List of all FPS/KODs (Block-wise & District-wise)
- É Entitlement, scale of issue and retail issue price of essential commodities for all types of ration cards
- É Types of ration cards
- É Procedure for applying for new card/other services and time-frame for disposal of applications
- É List of card-holders (FPS-wise, Village-wise, Block-wise & District-wise)
- É Actual disbursement made on each card (will require shop-level information to be entered into the MIS)
- É Monthly stock position of all FPS
- É Grievance redressal mechanism for PDS (including details of how and where to lodge a complaint using each of the mechanisms)
- É Minutes of meetings/reports of FPS-level, block-level, district-level and state-level vigilance committees
- É Information about the RTI Act and section 4 disclosures of the department
- É Information about the mechanism for public audit of records of FPS
- É Name, designation & duties of all officials of the Department
- É Status of complaints filed
- É Status of applications submitted
- É Status of RTI applications filed
- É Status of public audit reports
- É All orders issued by the department and any other relevant order which affect the PDS. The department should have a mechanism whereby orders can only be generated through the website and automatically uploaded in the relevant section of the website.
- É Monthly food grains bulletin (must provide information upto block-level)

All this information should be provided in a searchable format. The website should not require any password/login to access/view this information. The MIS of the Department should be completely visible to people accessing the site.

2. Contents of website related to procurement of grain (to be updated in real-time, as far as possible)

- É MSP & Bonus for all commodities
- É Names of farmers (village-wise, block-wise, district-wise)
- É Quantity procured and amount paid to each farmer
- É Norms for fair average quality
- É List of mills (along with capacity of each mill)
- É Quantity of grain given and received from each mill

**Information on procurement should also be displayed at the procurement centre-level and the block-level offices and at all other offices/sites involved in procurement of grain.**

**V. Disclosures at the Central Level (through the website) :**

- All relevant content related to procurement including details of agencies involved
- All relevant content related to transportation including details of agencies involved
- All relevant content related to distribution and linking to state level MIS
- Real-time information on grain movement
- All orders issued by the Ministry, Supreme Court etc. which affect the functioning of the PDS
- Monthly food grains bulletin (with information upto block-level)

**VI. Information from other sources (organisations involved in procurement, transportation etc.):**

All relevant information related to the PDS must be displayed on the website of the relevant organization and should be linked to the Ministry/Food Department website. Example- Railways, which is involved in transportation of food grains, should display real-time information on movement of grains on its website.

## **Templates for disclosures for Panchayat**

## 1. GENERAL INFORMATION

Designation	Name	Phone No
Name and Address of Sarpanch (Village Head)		
Name and Address of Chairman of Social Justice Committee of village		
Name and address of Panchayat Secretary (Talati)		
Revenue Secretary/Patwari		
Assistant secretary		
Name and address of Panchayat's Peon		
Name and address of operator of village water works		
Gramsevak (Dev)		
Gramsevak (Agriculture)		
Any Other		

## 2. Details about PIO and Appellate Authorities under RTI Act, 2005 (Should be displayed on outside wall of the Panchayat)

Heads	Name	Designation	Phone Number	Address
PIO				
First Appellate Authority				
Second Appellate Authority				

**Kindly bring to the notice of PIO if any information disclosed on the walls is misleading or wrong, or not updated. Citizen may also file complaint under section 18 of RTI Act to State Information Commission.**

### RIGHT TO INFORMATION ACT, 2005

- ❖ Citizen has the right to take photocopy, right to inspect the work and records, held by any public authority.
- ❖ Approach Public information Officer for information.
- ❖ Application for information need to be submitted to public information officer with application fee ----- which can be paid by: -----
- ❖ If you need assistance in writing application, PIO is supposed to help you as per provisions of the Act.
- ❖ PIO is supposed to furnish you information within 30 days. If information is not held by Panchayat, PIO may transfer your application to the respective public authority.
- ❖ Any information provided after prescribed time limit will be given free of cost.
- ❖ Citizen need not give application or application fee or wait for 30 days for inspecting any information that is disclosed on the walls.

- ❖ Citizen may also file direct complaint under section 18 of RTI Act, in case she/he does not get information or get misleading information.
- ❖ Citizen can file first appeal before Appellate authority.

### 3. Details of information about village population:

Type			
	Female	Male	total
<b>Total population</b>			
<b>SC</b>			
<b>ST</b>			
<b>Voters</b>			
<b>Type of family</b>			
<b>Total family</b>			
<b>BPL Card holder</b>			
<b>Antyodaya card holders</b>			

### 4. Details about Village Population (to be kept in File)

Type	population		
	Female	Male	Total/persons
Total Population of village (0 to 6 years children)			
Schedule Caste			
Schedule Tribe			
SEBC			
Minorities			
Others			
<b>Total Voters</b>			
Schedule Caste			
Schedule tribe			
SEBC			
Minorities			
Others			

Handicapped			
<b>Farmers (Land holders)</b>			
Schedule caste Farmers (Land holders)			
ST Farmers (Land holders) (Tribal )/Adivasi			
OBC Farmers (Land holders)			
MINORITY Farmers (Land holders)			
<b>Type of Families</b>			
<b>Total families</b>	<b>Numbers</b>		
BPL Families			
APL Families			
Antodyaya Families			
Annapurna Families			
<b>Families having toilets at their house</b>			
<b>Families not having toilets at their house</b>			
<b>Families having electricity connection</b>			
<b>Families not having electricity connection</b>			
<b>Families having agriculture land</b>			
<b>Landless families</b>			
<b>Marginal farmers</b>			
<b>Families having Tap connection in their house</b>			
<b>Families dwelling in Kucha houses</b>			
<b>Families having pucca houses</b>			
<b>Grazing land</b>	Hectares		
<b>Fallow Land</b>	Hectares		
<b>Wasteland</b>	Hectares		
<b>Village Revenue land</b>			
<b>Others</b>			

### 5. Information about animals in village (to be kept in file)

Species/type	Numbers
Cow	
Ox	
Buffaloes	
Goat	
Sheep	
Camel	
hen /poultry	

**6. Panchayat employees' duties (functions) and authorities (information with Patwari/village secretary, Gramsevak, etc.) (to be kept in file)**

Talati(Patwari)	
Panchayat secretary	
Gramsevak	
Peon/s	
Water work operator	
Others	
Do the above mentioned employees stay /reside in the village	

**7. Gram Sabha Details**

- ❖ **Minimum Gram Sabha held during the year:**
- ❖ **Date of last Gramsabha :**
- ❖ **Date of next Gramsabha :**
- ❖ **The officials from block level to be present:**

The proceedings of the Gramsabha and resolutions can be inspected from Panchayat free of any charge. The copy of which can be obtained upon paying photocopy charges.

**8. Details of meeting held at Panchayat**

Sr. No	Type of Meeting	Time span between two meetings	Where	participants	Who will chair?	Agenda
1	Ward Sabha (meeting)		Ward	10% of the voters (ward) required to be present	Ward panch	Work to be taken up at ward level & Schemes
2	Gramsabha		Panchayat level	10% of the voters (from panchayat) required to be present.	Sarpanch	Work to be taken up at Panchayat level & Schemes

3	Panchayat corum or Gram sachivalay		Panch ayat	Ward panch and Panchayat employee	Sarpanch	Implementation schemes, progress complaints etc.	of status, report,
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**9. Details of other committees at village level:**

Sr. No	Name of the committee	No of members	Meeting held	Date of last meeting	Next meeting
1	Social Justice Committee	5	Every 3 months		
2	Village Water Committee	12	Every 2 months		
3	Village Vigilance committee (MGNREGA)	7	Every 2 months		
4	Village Health committee	5	Every 2 months		
5	Vigilance committee for PDS	5	Every month		
6	School Management Committee				

The minutes of meetings are available in the Panchayat and can be inspected free of any charge. The copy can be obtained by paying photocopy charges.

Name of committee : Social Justice committee

Sr.	Name of Members	Designations	SC/ST/OBC/Others	Female/Male

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**Name of committee : Village Water Committee**

<b>Sr.</b>	<b>Name of Members</b>	<b>Designations</b>	<b>SC/ST/OBC/Others</b>	<b>Female/Male</b>

**Name of committee : Village Health committee**

<b>Sr.</b>	<b>Name of Members</b>	<b>Designations</b>	<b>SC/ST/OBC/Others</b>	<b>Female/Male</b>

**Name of committee: Village ..... committee**

<b>Sr.</b>	<b>Name of Members</b>	<b>Designations</b>	<b>SC/ST/OBC/Others</b>	<b>Female/Male</b>

**Kindly prepare Information for every committee at village level (to be kept in file)**

**10. List of Records available for inspection free of charge at Panchayat Office. Copy can be obtained by paying photocopy charges.**

- 1. Panchayati Act, Rules**
- 2. MGNREGA Act, Guidelines, rules**
- 3. Right to Information Act and copy of rules**
- 4. Copy of Land revenue act/code**
- 5. Budget**
- 6. Audit Report**
- 7. Annual Administrative report of the panchayat (at least last five years)**
- 8. Proceedings and resolutions of Gramsabha.**

9. Proceedings and resolutions of meetings held by various committees like those mentioned above.
10. Report that are presented by government officials in the Gramsabha.
11. Revenue record (Register 6- A, - A etc)
12. Registers regarding MGNREGA
13. Voters list of the village
14. BPL List Card holders list
15. BPL Ration card holders List
16. Antyodaya Family List
17. Cash Book
18. Asset Register
19. Stock Register
20. Patta Register
21. Complaint Register

**11. Details of Panchayat taxes (to be kept in file)**

<b>Type of tax</b>	<b>Responsible person</b>	<b>Number</b>
House tax		
Sanitation tax		
Light tax		
General water tax		
Profession tax		
Land revenue		
Sewerage tax		
Diya Bati tax		
Fee: market fee		
Fee for use of well water for other purposes		
Fee for gutter cleaning		
Village choky fee		
Fee for animal keeping house		

**Attach panchayat tax rules here**

## 12. Panchayat Budget

Year	Revenue of Panchayat (income of panchayat)	Grants Received **	donation received	Total income	Private (Royalty, CSR, other income)	Total expenditure	Balance
2007-08							
2008-09							
2009-10							
2010-11							
2011-12							

**\*\*grants or assistance received from MPLAD/MLA, District Planning Board, development programme, 13th finance commission's grants and others**

## 13. Availability of Water

Type of Water body	Number	Area	Capacity of storing water
River/Dam			
Talab			
Handpump		NA	
Private wells			
Public Wells			

## 14. Schemes run by Central Government Assistance:

Sr. no	Scheme	Who is entitled?	What is the benefit?	Where to apply	Documents required for applying	Time limit of decision	Who will take the decision	Where to file appeal
	Indira Awas							


**15. Schemes run by State Government Assistance:**

<b>Sr. no</b>	<b>Scheme</b>	<b>Who is entitled?</b>	<b>What is the benefit?</b>	<b>Where to apply</b>	<b>Documents required for applying</b>	<b>Time limit of decision</b>	<b>Who will take the decision</b>	<b>Where to file appeal</b>
	<b>Indira Awas</b>							

**Waiting list of Indira Awas Yojana:**

<b>Name</b>	<b>Remark</b>

**16. List of Beneficiaries of various schemes of last five years:**

1. Housing Scheme
2. Pension Scheme (widow, old age, differently able)
3. Allotment of land patta
4. Bankable schemes

Name of the scheme: .....

<b>Name of person benefited</b>	<b>Year of receiving benefit</b>

### 17. Details of village development work

	type of work	number of works	Budget	incurred expenditure	status of work complete/ incomplete
1	Roads				
2	well recharge				
3	check dams				
4	Gutter				
5	Sanitation				
6	Anganwadi				
7	School				
8	community centre hall				
9	drinking water pipeline				
10	Others				

#### Details of work done: Road

From --- to - --	Year	Under which scheme	Estimated cost	Total cost	Date of completion of work

#### Details of work: Well recharging


**Details of work: .....**


**19. Details of other functions done by Panchayat, such as:**

- i. Birth Registration
- ii. Death registration
- iii. Valuation of house or shop
- iv. Entries of land entitlements in the register.

**20. Other facilities available in village (to be kept in file)**

Facility	where it is located in village /taluka	Contact	phone number
Milk cooperative society			
Agriculture cooperative society			
Bank			
Post office			
Fire brigade house			
Veterinary clinic			
seeds distribution			
Women groups			
Children groups			
Disaster mitigation and management unit			

**21. Regarding Police station**

<b>Address of police station or outpost</b>		
<b>Name of PI/PSI</b>		<b>Ph:</b>
<b>Name of Police Mitra</b>		<b>Ph:</b>
<b>Social defense officer name and address</b>		<b>Ph:</b>

**Instructions:**

Copy of all GRs, circulars, GOs, OMs, policies, rules, guidelines received by Panchayat, or reports, budgets, list of proposed beneficiaries, submitted by Panchayat should be marked to RTI file (pro-active disclosure file).

# **Templates for disclosures for MGNREGA**

### 1. Job Card Board in Every village (on the wall and file)

(All the job card holders name to be displayed on this board, including those who have not applied for any work or not worked even for a day)

Name of the Job card holder	Job card Number	Year									
		2010-11		2011-12		2012-13		2013-14		2014-15	
		Days	Amount								

### 2. Table showing details for development works as under:

Sr. No	Name of the work	Code of the work	Sanctioned amount			Amount spent			Work commenced on	Work completed on	Status of work	
			Labour	Material	total	Labour	Material	total			complete	incomplete
1												
2												

### 3. Details of material used:

Sr. No	Name of the work	Cement		Boulders		Pebbles		Sand		Bricks		Water			
		Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate	Qty	Rate

### 4. List of registers to be maintained at Panchayat level for MGNREGA:

List applications for registration	list of sanction works
Registration list	Payment register
List of job card issued to	Unemployment Allowance Register
Job Card Register	Employment Register
estimates of sanctioned work	Allotment of Work

	register
Muster roll received register	Muster roll issue register
Asset Register	Cash Book
Complaint register	

**5. About Social Audit :**

Name of Social audit team members	Date of Last meeting	Date of next meeting

**6. Display board at work place**

Name of work/description					
Sanction cost of work A-MATERIAL COST B-WAGES SKILLED UNSKILLED					
Date of work started					
expected date of work completion					
No of workers present	Physically challenged	Old age	pregnant	other	total

# **Templates for disclosures for government schools**

**I. Information to be displayed at the government schools:**

**Sample Board 1: Details of information for Grievance Redressal**

Nature of Information	Authority for redressal	Name of redressal officer	Office Address and phone number	Time lines For redressal	Public Dealing Day and time	Appellate Authority and process of appeal
Issues Related to Availability/Appointment of Teachers						
Issues related to admission						
Issues related to school infrastructure						
Issues related to corporal punishment, discrimination, child rights						
Issues related to incentive schemes						
Issues related to MDM						
Issues related to Financial allocations to school						

**Sample Board 2: Teacher information:**

**Teachers' Information Month and Year**

**(update every month)**

Sr.	Name of Teacher	Male/ Female	Date of Joining School	Class and Subject of Teacher	Salary	Number of days taught in the month	Number of days and nature of non-instructional work (including in service trainings)
Head Teacher							

Number of Sanctioned Posts \_\_\_\_\_

Number of Vacant Posts \_\_\_\_\_

Number of Teachers on Deputation \_\_\_\_\_

Please make available service conditions and transfer policy of all teachers in hard copy

**Sample Board 3: Student Enrolment Information: (Hard Copy)**

**This information to be compiled and kept available for each academic year**

Categories	Class I		Class II		Class III		Class IV		Class V		Class VI		Class VII		Class VIII	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
<b>Children with Special Needs</b>																
<b>SC</b>																
<b>ST</b>																
<b>OBC</b>																
<b>Minorities</b>																
<b>Others</b>																
<b>Total</b>																

**Sample Board 4: Entitlement and Incentive Information:**

	Nature of Incentive/ Entitlements	Eligibility criteria	Amount to be Disbursed	Number of students eligible for the same	Number of students who have received	When disbursed [specify date]	Dated Receipt given And by whom
1	Textbooks						
2	Uniform						
3	Scholarships						
4	Any other						

**Information to be provided in details in hard copy -name of beneficiary, grade, name of guardian, address and contact details of beneficiary.**

**Sample Board 5: Details of budgetary expenditure: (in Hard Copy)**

**Detail of budget received by the school**

Name of Budget Head	Amount Received	Date of Receipt	Amount Spent	Period of Expenditure	Nature of expenditure
Teaching Learning Material (TLM)					
School Development Grant (SDG)					
Maintenance					
Additional Classrooms					
Major Repairs					
Computer Aided Learning					
Any other					
<b>Total</b>					

**Sample Board 6: Information about School Management Committee (SMC)**

Date of appointment/constitution of committee:

Sl. No.	Name of member	Designation	Male/female	Category	Name and Class of Child whose parent is a member

**Date of Next Meeting of SMC \_\_\_\_\_ (to be updated monthly)**

**Sample Board 7: Details of School Management Committee: (In Hard Copy)**

Sl. No.	Date of Meeting	Number of members present	Name of Person holding meeting register
1			
2			
3			
4			

**Sample Board 8: Copy of the Three Year Long SDP, with annual sub-parts,  
Copy of the DISE Report Card**

**Sample Board 9: Details of Mid Day Meal (MDM):**

<b>Day</b>	<b>Menu to be Served</b>	<b>Menu Served</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

To be made available in hard copy: copy of order of State Government on MDM as per Supreme Court order, supply register of MDM- norm of supply/delivery to include amount and date of delivery on a monthly basis, actual date of delivery and actual amount received, and payment register/record on MDM-Name of cook, payment received-date and amount of the payment received by the cook.

**Sample Board 10: Details of Inspection of School: (In Hard Copy)**

<b>Sl. No.</b>	<b>Name of Inspector</b>	<b>Date of Visit</b>	<b>Details of officer from who Inspection report can be accessed</b>

**Sample Board 11: Issues Inspected by the School Inspector:**

<b>Sl. No.</b>	<b>Items</b>	<b>Inspectors Comments</b>
1.	<b>State of Infrastructure</b>	
a.	Classrooms	
b.	Toilets	
c.	Drinking Water	
2.	<b>Teachers</b>	
a.	Attendance	
3.	<b>Quality of Teaching</b>	
a.	State of notebooks	
b.	State of learning abilities	
4.	<b>Children Related</b>	
a.	Attendance	
b.	Any other	

**Date of last Inspection:**

\_\_\_\_\_

**Name of officer from whom the Inspection Report can be accessed**

\_\_\_\_\_

**Sample Board 12: Medical Facilities available:**

<b>Medical Facility</b>	<b>Name/ Contact person</b>	<b>Address and Phone Number</b>
Visiting Doctor		
Nurse		
Primary Health Centre		
Ambulance		
Any other		

**Please also mention where the first-aid box is available in the school premise**\_\_\_\_\_

**Sample Board 13: Schemes and Programmes Implemented in School: (Hard Copy)** including under innovation fund, PPP, others and principal components of the same.

**Sample Board 14. Support system for Children with Special Needs: (Hard Copy)**

## Sample Board 15: Public Notice on Right to Information Act:

### **Public Notice on Right to Information Act**

#### **Right to Information Act 2005**

Under the RTI Act, citizens have the right to access information from the school and the Department of Education.

- Applications for seeking information may be submitted in writing with prescribed fee, to Public Information Officer (PIO) or Assistant Public Information Officer (APIO).
- RTI application fee is Rs. \_\_\_\_ and photocopy charges for providing copies of records is Rs. \_\_\_\_ per page.
- No fee for citizens below the poverty line
- Information will be provided within 30 days
- In case information is incomplete or unsatisfactory, first appeal to be made to the First Appellate Authority

#### **Name, designation and contact details of relevant officials under the RTI Act**

Official in custody of information in hard copy in school	Name of officer	Designation of officer	Room no. and Public Dealing Time	Mobile phone no.

Public Information Officer (PIO)	Name of officer	Designation of officer	Room no.	Mobile phone no.

First Appellate Authority (FAA)	Name of officer	Designation of officer	Room no.	Mobile phone no.

**II. List of Information that needs to be made available at Zonal /District Office of Education Department**

**Sample Board 1: Roles and Responsibilities:**

Nature of Information	Designation/Authority level responsible	Name of the official	Office Address and Phone No.	Public Dealing Day and time	Name and designation of the Redressal Officer	Timeline for Redressal
Issues related to availability/appointment of teachers						
Issues related to admission						
Issues related to school infrastructure						
Issues related to mental and physical harassment, discrimination and child rights						
Issues related to incentive schemes						
Issues related to Mid Day Meal						
Issues related to Financial allocations to school						
Others						
<b>OVERALL GREVIANCE REDRESSAL STATUS:</b>						
<b>Number of Complaints Received This Month:</b>						
<b>Number of Complaints Redressed:</b>						
<b>Total Number of Complaints Unresolved :</b>						
<b>Phone number of Child Helpline</b>						
<b>Phone number of RTE helpline if available</b>						

1. Organogram
2. Copy of the Citizen's Charter
3. School wise School Development Plans (SDPs)
4. Process document of compilation of School Development Plans (SDPs)
5. Copy of Aggregated SDP
6. District Plan under SSA- Details of the planning process undertaken, including time when it is done at each stage and names of people responsible.
7. District Report Card of DISE
8. All circulars/orders/notice/notifications issued to be displayed for the period of week, summary of orders, backlog/previous orders/circulars/notice/notifications can be obtained at particular time from particular person. The name, designation, and time of availability for public viewing to be clearly displayed on board.

9. Information of all projects running in District- including government schemes, schemes functioning under Innovation Fund and those under PPP mode. Details to be included are- department running scheme, nature of input provided/service provided under partnership, quantum of funds disbursed by government, name of private partners and contribution of private partner (if applicable).

**10. District office to display/make available all information of each block-**

	Block 1	Block 2
Number of Schools Overall		
<b>Elementary Schools</b>		
Primary		
UP		
Elementary (Class 1-8)		
Total Schools having elementary sections		
Total Schools RTE compliant on teacher availability		
Total Schools RTE compliant on infrastructure		
Total Schools RTE compliant on all indicators		
Secondary		
Higher Secondary		
<b>Pre- Primary Education</b>		
ICDS Centres		
Preschools		
Schools with PS section		
<b>Specified Category Schools</b>		
Kendriya Vidyalaya		
Sainik Schools		
Navodaya Schools		
SC Hostels		
Tribal Ashrams		
<b>Residential Schools</b>		
Residential Bridge Course		
Non-Residential Bridge Course		
Seasonal Hostels		
KGBVs		
Model Schools		
Special Schools for Children with disability (will also need to be broken into multi-disability special schools, and for the individual specific disability)		
Schools imparting special training within the existing school		

premises and ongoing processes		
<b>Private Schools</b>		
Aided		
Total seats in the incoming school		
Total seats reserved for weaker /disadvantaged section (as per aid)		
Unaided		

### School wise details in Hard Copy

#### 11. Teachers Information:

		Total	Block 1	Block 2
	Total Number of Teachers			
	(Teachers by regular/para-teachers/contract teachers/guest teachers)			
	Number of Resource Teachers for Children with Disability			
	Number of Subject teachers-Health and Physical Education			
	Number of Subject teachers-Art Education			
	Number of Subject teachers-Work Education			
	Residential Facilities and Special Training Related Information*			
	Residential Bridge Course			
	Non-Residential Bridge Course			
	Seasonal Hostels			
	Month (from-to) when Hostels run			
	Schools imparting special training within the existing school premises and ongoing processes			
	KGBVs			
	Tribal Hostels			
	SC Hostels			
	Mobile School or other means of imparting education to migrant population			

\* Information about villages/schools where these are provided to be made available on request.

#### 12. Names of teachers receiving awards for meritorious work and name of awards

### 13. Financial/ Budget related details

	Account Head	Allocation	Money Received	Date of Receipt	Date of Disbursal	Money Spent

This information will need to be contextualised based on State.  
Both aggregate budgetary information and for individual blocks and panchayats and schools to be provided in Hard Copy

### 14. Child Population Details

			Total	Block 1	Block 2	Block 3	
6-14	Total Population	Total					
		Boys					
		Girls					
		Dalits					
		SC					
		ST					
		Minority					
		CWSN					
	Out of School	Total					
		Boys					
		Girls					
		Dalits					
		SC					
		ST					
		Minority					
Other groups defined as marginalized group in State Rules							

15. **Teacher training Institutes-** DIET, Private B.Ed College, BRC, etc.- Number, Courses Run, Number of Seats, Free/Paid, Institution has been granted recognition by what body.

16. **Inspection reports:** for both government and private schools to be made available. The data to include, name of inspector, number of schools under him/her, dates of the visits made to the schools allocated to him/her, and details of inspection undertaken. (To be compiled and made available on a monthly basis)

**17. Information of all private schools in the district:**

S . No	Name	Address	Recognition Status	Affiliation to which Board	Name of society/ managing body	Total No of seats (incoming class)	No. seats under 25 %	No. of applications received	No of seats filled	Contact person in the school	Period of admission (starting & closing)	Status of RTE compliance