

Proactive Disclosure under RTI Act, 2005-Most Urgent

GOVERNMENT OF ODISHA

INFORMATION & PUBLIC RELATIONS DEPARTMENT

File. No. IPR-RTI-MISC-0008-2023 / 5650 /IPR, BBSR, Dt. 27/03/2025

From

Sri Sanjay Kumar Singh, IAS

Principal Secretary to Govt.

To

All Addl. Chief Secretaries to Govt.

All Principal Secretaries to Govt.

All Commissioner-cum- Secretaries to Govt.

Sub: -Clarification on procedural aspects of Third Party Audit of proactive disclosure under Section 4(1) (b) of the RTI Act, 2005-Regarding

Ref: - L No. 7041/IPR dt 12.05.2023 of I & PR Department.

Madam/Sir,

With reference to this department letter cited above, this is to intimate that in order to facilitate the process of implementation of Third Party Audit of pro-active disclosure under section 4 (1) (b) of the RTI Act, 2005 in respect of all Public Authorities and PIOs under their administrative control, the I & PR department has prepared a comprehensive proforma with necessary guidelines, the copies of which are enclosed herewith in **Annexure-A**.

You are requested to kindly advise all Public Authorities under your jurisdiction to have a Third Party Transparency Audit on RTI annually conducted by a government training institute as per the format suggested, preferably from retrospective effect from the period 2022 onwards and ensure furnishing of the audit report along with Annual Report to this department. The same may as well be uploaded on the respective PIO account on the RTI portal.

It must be reiterated here that Hon'ble Supreme Court in its judgement in the Writ Petition- 990 of 2021 has made it mandatory for all public authorities to ensure yearly conduct of such Third Party Audit by a Government Training Institute of the State. As such it is imperative that this transparency audit of proactive disclosures u/s 4(1) (b) of the RTI Act, 2005, which is mandatory for all public authorities, may be conducted by the government training institute under your department or any government training institute every year without fail and a report may be submitted to this department for information of Odisha Information Commission.

PTO

Further, it is requested that all government training institutes under your department may be instructed likewise to extend cooperation to public authorities of other departments requesting conduct of third party audit of proactive disclosures under RTI as mentioned above and do the same in the format. As proactive disclosures by PIOs are available online on the state RTI portal (<https://rtiodisha.gov.in>), it could be audited online as well.

This may be treated as 'top priority'.

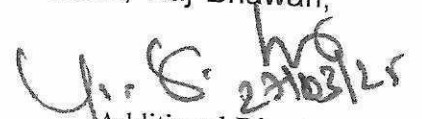
Yours faithfully



Principal Secretary to Government

Memo No 5651 Dt. 27/03/2025

Copy forwarded to Principal Secretary to Governor Govt. of Odisha, Raj Bhawan, Odisha Bhubaneswar for information and necessary action.


Additional Director


Memo No 5652 Dt. 27/03/2025

Copy forwarded to the all Heads of Department/ all Revenue Divisional Commissioner (CD, ND, SD)/all Collectors and DM/all Superintendent of Police for information and necessary action.


Additional Director


Memo No 5653 Dt. 27/03/2025

Copy forwarded to the Registrar, Odisha Information Commission, B-1, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha, PIN-751007 for information and necessary action.


Additional Director

Memo No 5654 Dt. 27/03/2025

Copy forwarded to all DI & PRO of the District/Deputy Director, Revenue Divisional Commissioner (CD, ND, SD) for information and necessary action.


Additional Director

It is requested to expedite the process of Third Party Audit of Proactive Disclosure in their respective District, Block and Panchayat Level u/s 4 (1) (b) of this Act.

Memo No 5655 Dt. 27/03/2025

Copy forwarded to All Branch Officer of Section (Except RTI Section) of I & PR Department for information and necessary action.

It is requested to furnish the relevant information for conducting Third Party Audit in respect of their Section to RTI (PMU) Cell for onward transmission to designated Third Party Auditor of this Department for conducting Audit every year.


Additional Director

Memo No 5656 Dt. 27/03/2025

Copy forwarded to the CEO-cum-MD, M/s Luminous Infoways Pvt. Ltd., Luminous Tower, E/57, Infocity Chandaka Industrial Estate, Bhubaneswar, 751024, for information and necessary action.


Additional Director

Memo No 5657 Dt. 27/03/2025

Copy forwarded to the RTI (PMU) Cell of I & PR Department for information and necessary action.


Additional Director



Memo No 5658 Dt. 27/03/2025

Copy forwarded to all Government Training Institutes Viz Gopabandhu Academy of Administration, Bhubanewar / Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar / SITE (State Institute of Training and Extension)/ SIRD & PR - (State Institute of Rural Development & Panchayati Raj)/ IMAGE - (Institute On Management Of Agricultural Extension) / SCSTRTI(Directorate of SC & ST Research and Training Institute) of Odisha for information and necessary action.


Additional Director

Guideline for third party audit of RTI

1. As per the verdict of Hon'ble Supreme Court of India vide order WPC No:-990/2021 dated 23.08.2023, of Kishan chand Jain vrs Union of India conducting of "third party" audit is mandatory for each public authority annually.
2. Each ministry/public authority must ensure this transparency audit of its proactive disclosures made by its PIO(s) done by a government training institute, every year for the calendar year.
3. A detail format for auditing the mandatory proactive disclosures has been prepared and the auditor of the training institute should submit its audit report in the said prescribed format of I&PR Department (Format for third party audit is enclosed) to the PIO/PA concerned.
4. Each department shall appoint a nodal officer not below the rank of Joint Secretary at the headquarters level and a Senior District Level Officer in the field who will ensure timely conduct of such 'Third Party Audits' every year, and submit the same to the I & PR department.
5. The Govt. Training Institute, under any Ministry/Department/Public Authority, assigned with the task of conducting the 'third party audit' whether in the State headquarters or at district headquarters may submit its audit report in the prescribed format.
6. Third party audit format is herewith enclosed. As the proactive disclosures by the public authorities are published online on the state RTI portal, the transparency audit can be conducted online if necessary.
7. The third-party audit report should be submitted along with the RTI Annual Report in the month of April every year.
8. The Public Authority concerned should publish the third-party audit report on its department portal and in its respective RTI Public Authority Account on the RTI portal (<https://rtiodisha.gov.in>).

FORMAT FOR THIRD PARTY AUDIT

Auditor Agency :

Ministry :

Department :

MANUAL-1

Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

1. Objective/purpose of the public authority.
2. Mission / Vision Statement of the public authority.
3. Brief history of the public authority and context of its formation.
4. Duties of the public authority.
5. Main activities/functions of the public authority.
6. List of services being provided by the public authority with a brief write-up on them.
7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).
8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
9. Arrangements and methods made for seeking public participation/ contribution.
10. Mechanism available for monitoring the service delivery and public grievance resolution.
11. Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).
12. Morning hours of the office :
13. Closing hours of the office :

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

MANUAL-2

Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Sl.				
1	Name			
	Designation			
	Powers			

Sl No	Last Update Date	Whether Disclosed Information is up to date	Reason for non-disclosure Information	Remark
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		Yes	No		
1					
2					
3					

MANUAL-3

Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

1. What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)
2. What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves?
3. What are the arrangements to communicate the decision to the public?
4. Who are the officers at various levels whose opinions are sought for the process of decision making?
5. Who is the final authority that waits the decision?
6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					
3					
4					

5					
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MANUAL-4

Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-5

Rules, Regulations, Instructions, Manual & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Sl.	Name/ Title of the document	Type of Documents	Brief write up of the Documents	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records.	Address, Telephone No., FAX, E-mail & Others	Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		

1					
2					

MANUAL-6

Categories of Documents under Control

[Section-4 (1) (b) (vi)]

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing 'others').

Sl. No.	Name of Record	Details of Information available	Unit/Section where available	Retention period, where available
1	2	3	4	5

SI No	Last Update Date	Whether Disclosed Information is up-to-date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-7

Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl.	Name and address of	Constitution of the	Role and Responsibility	Frequency of

No.	the Consultative Committees/ bodies	Committee/ body		meetings
1	2	3	4	5

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

List of Boards, Councils, Committees etc.:

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid.	Whether meetings open to public.	Whether minutes accessible to public.	Frequency of meetings	Remarks.
1	2	3	4	5	6	7	8	9	10

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		

1					
2					

MANUAL-9

Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Please provide information in following format

SI No	Name	Designation	Contact No	Email/Fax	Address

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL -10

Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Please provide information in following format

SL. NO.	NAME	DESIGNATION	BASIC PAY	GROSS PAY
1	2	3	4	5

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-11

Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Budget Proposal for -----:

SI.No	Name of the Scheme	Sector		SP/CSP/CP	TASP	SCP	Gen

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-12

Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

Please provide the information as per the following format:

- Name of Programme/scheme
- Duration of the programme /scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)

Sl. No. / Code	Name	Amount of Subsidy	Parent / Guardian	Address			
				District	City	Village	House No.
1							

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4(1)(b)(xiii)]

Sl. No./ Code	Name	Amount of Subsidy	Parent/ Guardian	Address			
				District	City	Village	House No.
1							

SI	Whether	Whether	Reason for not	Not	Remark

No	Information is Updated	Information is Disclosed or Not (YES/NO)	disclosed	applicable (NA)
1				
2				

MANUAL-14
Information Available in an Electronic Form
[Section-4(I)(b) (xiv)]

Please provide the details of the information related to the various schemes and other documents which are available in the electronic format or web.

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end database
1	2	3	4	5

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-15
Particulars of Facilities Available to Citizens for Obtaining Information
[Section-4 (1) (b) (xv)]

Sl. No.	Facility Available	Nature of Information Available	Working hours

1	2	3	4

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-16

**Names, Designations & Other Particulars of Public Information Officers
[Section-4 (1) (b) (xvi)]**

Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Assistant Public Information Officer (APIO):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E Mail	Address
1	2	3	4	5	6	7	8

Public Information Officer (PIO):

Sl.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E Mail	Address
1	2	3	4	5	6	7	8

First Appellate Authority (FAA):

Sl.	Name	Designation	Office	Mobile	Fax	E Mail	Address

			Ph. No.	No.			
1	2	3	4	5	6	7	8

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					

MANUAL-17
Other Useful Information
[Section-4 (1) (b) (xvii)]

1. Transfer Policy and Transfer Order
2. Procurement
3. Public Private Partnership
4. RTI Application
5. CAG & PAC paras
6. Citizen Charter
7. Discretionary and Non-Discretionary grants
8. Foreign Tours of Chief Minister and the other Ministers of the State by Public authorities under sou-moto disclosure.

SI No	Last Update Date	Whether Disclosed Information is up to date		Reason for non-disclosure Information	Remark
		Yes	No		
1					
2					