

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग / Administration Department)

Subject: Up-dation of information in 'Proactive Disclosure' under Section 4 of RTI Act, 2005 – reg.

परिपत्र / CIRCULAR

It has been observed that necessary information of various departments of the Bureau in 'Proactive Disclosure' under Section 4 of RTI Act, 2005 are not updated since long time, which has to be updated regularly from time to time on BIS website. The Central Information Commission (CIC) has also extended the parameters of Proactive Declaration, which are mentioned in Transparency and Third Party Audit on its website.

2. In this connection, the same has been brought to the kind notice of the Competent Authority and it has been viewed very seriously and instructed to update the data/information on regular basis. Accordingly, Administration Department has prepared the format as Annexure 'A' in line with CIC parameters.

3. In this regard, all concerned departments/sections of the Bureau are requested to mandatorily provide all the relevant information regularly to the Administration Department along with good quality PDF file from time to time and the same will be updated in Proactive Disclosure under Section 4 of RTI Act, 2005 on BIS website.

4. Keeping in view of above, all concerned HoDs of the Bureau are requested to kindly provide their updated information as per attached Annexure 'A' to the Administration Department latest by 28 July 2023 at e-mail: administration@bis.gov.in, positively.

5. This issues with the approval of Competent Authority.

Encl: Annexure 'A'



(Sandeep Meena)
DRA & and RTI Nodal Officer

संदर्भ: प्रशासन/04/01/2014

Ref: ADMN/04/01/2014

Circulated to:

बीआईएस इंटरनेट के माध्यम से क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/एन.आई.टी.एस., मुख्यालय सहित के सभी विभाग प्रमुख को सूचनार्थ एवं अनुपालनार्थ परिचालित।

Circulated to: HoDs of all concerned ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and strictly compliance.

Organisation and Function

Sl. No.	Details of disclosure	Information to be provided by Concerned Department(s)/ Sections
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	HRD/Establishment Department or any other department, if any.
1.1.2	Head of the organization	H (HRD) or any other department, if any.
1.1.3	Vision, Mission and Key objectives	HRD/Establishment Department or any other department, if any.
1.1.4	Function and duties	HRD/Establishment Department or any other department, if any.
1.1.5	Organization Chart	HRD
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	HRD/Establishment Department or any other department, if any.
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	HRD/Establishment Department or any other department, if any.
1.2.2	Power and duties of other employees	HRD/Establishment Department or any other department, if any.
1.2.3	Rules/ orders under which powers and duty are derived and	HRD/Establishment Department or any other department, if any.
1.2.4	Exercised	HRD/Establishment Department or any other department, if any.
1.2.5	Work allocation	HRD/Establishment Department or any other department, if any.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	
1.3.1	Process of decision making Identify key decision making points	HRD/Establishment Department or any other department, if any.
1.3.2	Final decision making authority	All concerned Department (s), if any. (s), if any
1.3.3	Related provisions, acts, rules etc.	Bureau Secretariat or any other department, if any.
1.3.4	Time limit for taking a decisions, if any	All concerned Department (s), if any. (s), if any
1.3.5	Channel of supervision and accountability	HRD/Establishment Department or any other department, if any.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	All concerned Department (s), if any.
1.4.2	Norms/ standards for functions/ service delivery	All concerned Department (s), if any.
1.4.3	Process by which these services can be accessed	All concerned Department (s), if any.
1.4.4	Time-limit for achieving the targets	CMED or any other department, if any.
1.4.5	Process of redress of grievances	CMED or any other department, if any.
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	

1.5.1	Title and nature of the record/ manual /instruction.	Bureau Secretariat or any other department, if any.
1.5.2	List of Rules, regulations, instructions manuals and records.	Bureau Secretariat or any other department, if any.
1.5.3	Acts/ Rules manuals etc.	Bureau Secretariat or any other department, if any.
1.5.4	Transfer policy and transfer orders	HRD/Establishment Department
1.6	Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]	
1.6.1	Categories of documents	All concerned Department (s), if any.
1.6.2	Custodian of documents/categories	All concerned Department (s), if any.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	
1.7.1	Name of Boards, Council, Committee etc.	All concerned Department (s), if any.
1.7.2	Composition	All concerned Department (s), if any.
1.7.3	Dates from which constituted	All concerned Department (s), if any.
1.7.4	Term/ Tenure	All concerned Department (s), if any.
1.7.5	Powers and functions	All concerned Department (s), if any.
1.7.6	Whether their meetings are open to the public?	All concerned Department (s), if any.
1.7.7	Whether the minutes of the meetings are open to the public?	All concerned Department (s), if any.
1.7.8	Place where the minutes if open to the public are available?	All concerned Department (s), if any.
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]	
1.8.1	Name and designation	GSD or any other department, if any.
1.8.2	Telephone , fax and email ID	GSD or any other department, if any.
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	
1.9.1	List of employees with Gross monthly remuneration	Finance Department/Accounts Department.
1.9.2	System of compensation as provided in its regulations	Finance Department/Accounts Department.
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	All concerned Department (s), if any.
1.10.2	Address, telephone numbers and email ID of each designated official.	All concerned Department (s), if any.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	HRD/Establishment Department or any other department, if any.

1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	HRD/Establishment Department or any other department, if any.
1.12	Programmes to advance understanding of RTI (Section 26)	
1.12.1	Educational programmes	NITS or any other department, if any.
1.12.2	Efforts to encourage public authority to participate in these programmes	NITS or any other department, if any.
1.12.3	Training of CPIO/APIO	NITS
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	NITS or any other department, if any.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	HRD/Establishment or any other department, if any.

Budget and Programme

Sl. No.	Details of disclosure	Information to be provided by Concerned Department(s)/ Sections
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on	
2.1.1	Total Budget for the public authority	Finance /Accounts Department or any other department, if any.
2.1.2	Budget for each agency and plan & programmes	Finance /Accounts Department or any other department, if any.
2.1.3	Proposed expenditures	Finance /Accounts Department or any other department, if any.
2.1.4	Revised budget for each agency, if any	Finance /Accounts Department or any other department, if any.
2.1.5	Report on disbursements made and place where the related reports are available	Finance /Accounts Department
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	
2.2.1	Budget	All concerned Department (s), if any.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	IR & TISD or any other department, if any.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	GSD/Concerned Departments or any other department, if any.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	All concerned Department (s), if any.
2.3.2	Objective of the programme	All concerned Department (s), if any.

2.3.3	Procedure to avail benefits	All concerned Department (s), if any.
2.3.4	Duration of the programme/ scheme	All concerned Department (s), if any.
2.3.5	Physical and financial targets of the programme	All concerned Department (s), if any.
2.3.6	Nature/ scale of subsidy /amount allotted	All concerned Department (s), if any.
2.3.7	Eligibility criteria for grant of subsidy	All concerned Department (s), if any.
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	All concerned Department (s), if any.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non- discretionary grants/ allocations to State Govt./ NGOs/other institutions	Finance Department /Accounts Department or any other department, if any.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Finance Department/Accounts Department or any other department, if any.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Finance Department /Accounts Department or any other department, if any.
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Finance Department /Accounts Department or any other department, if any.
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Finance Department/Accounts Department or any other department, if any.
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]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	All concerned Department (s), if any.
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	All concerned Department (s), if any.
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	All concerned Department (s), if any.
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	All concerned Department (s), if any.
3.1.5	Public- private partnerships (PPP)- Concession agreements.	All concerned Department (s), if any.
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	All concerned Department (s), if any.
3.1.7	Public- private partnerships (PPP)	All concerned Department (s), if any.

	- Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	All concerned Department (s), if any.
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	All concerned Department (s), if any.
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	All concerned Department (s), if any.
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	All concerned Department (s), if any.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	All concerned Department (s), if any.
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	All concerned Department (s), if any.
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	All concerned Department (s), if any.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	ITSD or any other department, if any.
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	
3.4.1	Information manual/handbook available in Electronic format	All concerned Department (s), if any.
3.4.2	Information manual/handbook available in Printed format	All concerned Department (s), if any.
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	All concerned Department (s), if any.
3.5.2	List of materials available At a reasonable cost of the medium	All concerned Department (s), if any.
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	All concerned Department (s), if any.
4.1.2	Vernacular/ Local Language	All concerned Department (s), if any.
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	All concerned Department (s), if any.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	

4.3.1	Details of information available in electronic form	All concerned Department (s), if any.
4.3.2	Name/ title of the document/record/ other information	All concerned Department (s), if any.
4.3.3	Location where available	All concerned Department (s), if any.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	
4.4.1	Name & location of the faculty	All concerned Department (s), if any.
4.4.2	Details of information made available	All concerned Department (s), if any.
4.4.3	Working hours of the facility	All concerned Department (s), if any.
4.4.4	Contact person & contact details (Phone, fax email)	All concerned Department (s), if any.
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	
4.5.1	Grievance redressal mechanism	All concerned Department (s), if any.
4.5.2	Details of applications received under RTI and information provided	All concerned Department (s), if any.
4.5.3	List of completed schemes/ projects/ Programmes	All concerned Department (s), if any.
4.5.4	List of schemes/ projects/ programme underway	All concerned Department (s), if any.
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	All concerned Department (s), if any.
4.5.6	Annual Report	P&C or any other department, if any.
4.5.7	Frequently Asked Question (FAQs)	All concerned Department (s), if any.
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	CMED or any other department, if any.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	Nodal Officer, BIS or any other department, if any.
4.6.2	Details of appeals received and orders issued	Nodal Officer, BIS or any other department, if any.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	Nodal Officer, BIS or any other department, if any.
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]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Administration Department for 5.1.1 (a)
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	NITS or any other department, if any.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Administration Department in line with BIS pattern/ requirement

5.1.4	Consultancy committee of key stake holders for advice on suo- motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	All concerned Department (s), if any.
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	-NO-
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All concerned Department (s), if any.
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, Publ.	
6.2.1	Whether STQC certification obtained and its validity	ITSD
6.2.2	Does the website show the certificate on the Website?	ITSD