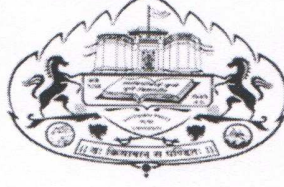


सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. ४७/२०१६

या परिपत्रकाद्वारे सर्व संबंधितांना कळविण्यात येते की, सामान्य प्रशासन विभाग, महाराष्ट्र शासन, मंत्रालय, मुंबई यांनी त्यांचेकडील अ.शा.प.क्र- संकीर्ण २०१५/प्र.क्र.२०१/१५/का.सहा, दिनांक १४ सप्टेंबर, २०१५ रोजीच्या परिपत्रकान्वये सार्वजनिक प्राधिकरणांची कार्ययंत्रणा अधिक पारदर्शक बनविण्याकरिता तसेच माहितीच्या अधिकारात व्यक्तिगत अर्ज करण्याची गरज कमी होण्याकरिता सकारात्मक तत्वावर सार्वजनिक क्षेत्रातील माहिती जनतेला मोठ्या प्रमाणात मिळण्यासाठी सार्वजनिक प्राधिकरणाने स्वतः हून माहितीचा अधिकार अधिनियम, २००५ मधील कलम ४ (१) (ख) अन्वये निर्धारित केलेली माहिती प्रकट करणेबाबत निर्देश दिलेले आहेत व सदर परिपत्रकास अनुसरून उपरोक्त कायद्याच्या कलम ४ (१) (ख) नुसार १७ मुद्दांची माहिती वेळोवेळी होणाऱ्या बदलानुसार सुधारणा करून अद्यावत करणेबाबत आणि केलेल्या कार्यवाहीचा वस्तुस्थितीदर्शक अहवाल शासनास तात्काळ अवगत करणेबाबत उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई यांनी त्यांचेकडील क्र. संकीर्ण २०१५/प्र.क्र.६७५/विशी-३, दिनांक १६/११/२०१५ रोजीच्या पत्रान्वये कळविले आहे. सदरचे पत्र व उपरोक्त परिपत्रक माहितीस्तव व योग्य त्या कार्यवाहीस्तव यासोबत जोडण्यात आले आहे.

(डॉ. नरेंद्र मा. कडू)  
कुलसचिव

गणेशखिंड, पुणे - ४११ ००७.

जा.क्र. - मा.अ./२०१६/३३३

दिनांक - ०८/२/२०१६.

सोबत :- वरीलप्रमाणे शासन परिपत्रक.

प्रत माहिती व योग्य त्या कार्यवाहीसाठी अग्रेषित :-

- १) सर्व विभागप्रमुख, शैक्षणिक विभाग, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे - ४११ ००७.
- २) सर्व शाखाप्रमुख, प्रशासकीय शाखा, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे - ४११ ००७.
- ३) सर्व प्राचार्य/संचालक, सावित्रीबाई फुले पुणे विद्यापीठ संलग्नीत सर्व महाविद्यालये/मान्यताप्राप्त संस्था.



30/11/15

4.30 pm.

महाराष्ट्र शासन

माहिती अधिकारी कार्यालय  
आवक क्रमांक - मा. अ. २०१५/३०८६  
दिनांक ३०/११/२०१५.

क्र. संकीर्ण २०१५/प्र.क्र.६७५/विशि-३  
उच्च व तंत्र शिक्षण विभाग,  
मादाम कामा रोड, हुतात्मा राजगुरु चौक,  
मंत्रालय, मुंबई-४०० ०३२  
ई-मेल:- htdvishi83@gmail.com  
दि. १६/११/२०१५

प्रति,  
संचालक  
उच्च शिक्षण, महाराष्ट्र राज्य,  
पुणे.

मा. कुलराखिब यांचे कार्यालय  
सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)  
आवक / क्र.आर/ 4814  
दिनांक - 28/11/2015  
जावक दिनांक - 30/11/2015  
विभाग - PZD

**विषय:-** सार्वजनिक प्राधिकरणाने स्वःहून किंवा सकारात्मक तत्वावर माहितीचा  
अधिकार अधिनियम, २००५ च्या कलम ४ अन्वये माहिती प्रकट  
करण्याबाबत.

महोदय,

सामान्य प्रशासन विभाग, अ.शा.प.क्र.संकीर्ण-२०१५/प्र.क्र.२०१/५/का.सहा, दि.१४/९/२०१५  
रोजीच्या पत्राची प्रत व त्यासोबतच्या सहपत्रासह सोबत जोडली आहेत.

सदर परिपत्रकातील कलम ४ (१) (ख) नुसार १७ मुद्यांची माहिती वेळोवेळी होणा-या  
बदलानुसार सुधारणा करून अद्ययावत करावी आणि केलेल्या कार्यवाहीचा वस्तुस्थितीदर्शक  
अहवाल शासनास तात्काळ अवगत करण्यात यावा, ही विनंती.

आपली विश्वासू,

*(स्नेहा न. जोशी)*

(स्नेहा न. जोशी)

कक्ष अधिकारी, महाराष्ट्र शासन

प्रत,

कुलसचिव, सर्व अकृषी विद्यापीठे यांना उपरोक्त पत्राच्या प्रतीसह योग्य त्या कार्यवाहीसाठी सादर  
अग्रेषित.

P.Z.O.

*(२८/११/१५)*

<http://gen.let/pg.94>



क्रमांक : संकार्ण-२०१५/प्र.क्र.१०६/१५/आस्था-२,  
उच्च व तंत्र शिक्षण विभाग,  
हुतात्मा राजगुरु चौक, मादाम कामा रोड,  
४३१, (विस्तार), ४ धा मजला,  
मंत्रालय, मुंबई-४०० ०३२,  
E-mail-htedest2@gmail.com,  
दूरध्वनी क्र.०२२ २२८५५७६६,  
दिनांक : ८.१०.२०१५

प्रति,

संचालक,

( उच्चशिक्षण / तंत्रशिक्षण / कला / ग्रंथालय ), महाराष्ट्र राज्य.

विषय : सार्वजनिक प्राधिकरणाने स्वतःहून किंवा सकारात्मक तत्वावर माहितीचा अधिकार अधिनियम, २००५ च्या कलम ४ अन्वये माहिती प्रकट करण्याबाबत.

- संदर्भ : १) राज्य माहिती आयोग, बृहन्मुंबई कार्यालयाचे दि.१५.६.२०१५ रोजीचे पत्र.  
२) या विभागाचे पत्र क्र.संकीर्ण-२०१५/प्र.क्र.८१/१५/आस्था-२, दिनांक २२.७.२०१५ रोजीचे पत्र.  
३) या विभागाचे समक्रमांकित दिनांक १४.९.२०१५ रोजीचे पत्र.

महोदय / महोदया,

सामान्य प्रशासन विभाग, अ.शा.प.क्र.संकीर्ण-२०१५/प्र.क्र.२०१/१५/का.सहा, दिनांक १४.९.२०१५ रोजीच्या पत्राची प्रत व त्यासोबतच्या सहपत्रांसह सोबत जोडली आहेत.

सदर परिपत्रकातील कलम ४ (१) (ख) नुसार १७ मुद्यांची माहिती वेळोवेळी होणा-या बदलानुसार सुधारणा करुन अद्ययावत करावी आणि केलेल्या कार्यवाहीचा वस्तुस्थितीदर्शक अहवाल शासनास तात्काळ अवगत करण्यात यावा, ही विनंती.

आपली,

शीतल रा.कदम  
( शीतल रा.कदम )

कक्ष अधिकारी, महाराष्ट्र शासन

कृ. संकीर्ण-२०१५  
प्रत :  
उपसचिव,  
( महाविद्यालयीन शिक्षण / विद्यापीठ शिक्षण / तंत्रशिक्षण / कला / ग्रंथालय ),  
उच्च व तंत्रशिक्षण विभाग, मंत्रालय, मुंबई-३२.

596  
19/10/15





तात्काळ



डॉ.पी.एस.मीना,  
अपर मुख्य सचिव (प्र.सु.र व का.)

१४३०/का-२  
३०/११/१५

३

अ.शा.प.क्र - संकीर्ण २०१५/प्र.क्र.२०१५/१५/का.सहा  
सामान्य प्रशासन विभाग, मंत्रालय,  
मादाम कामा मार्ग,  
हुतात्मा राजगुरु चौक,  
मुंबई ४०० ०३२.  
दिनांक - १४ सप्टेंबर, २०१५.

विषय : सार्वजनिक प्राधिकरणाने स्वतःहून किंवा सकारात्मक तत्वावर माहितीचा  
अधिकार अधिनियम, २००५ च्या कलम ४ अन्वये माहिती प्रकट करण्याबाबत  
प्रिय महोदय/महोदया

सार्वजनिक प्राधिकरणांची कार्ययंत्रणा अधिक पारदर्शक बनविण्याकरिता तसेच माहितीच्या  
अधिकारात व्यक्तिगत अर्ज करण्याची गरज कमी होण्याकरिता, सकारात्मक तत्वावर सार्वजनिक  
क्षेत्रातील माहिती जनतेला मोठ्या प्रमाणात मिळण्यासाठी, सार्वजनिक प्राधिकरणाने स्वतःहून किंवा  
सकारात्मक तत्वावर माहितीचा अधिकार अधिनियम, कलम ४(१)(ख) अन्वये निर्धारित केलेली  
माहिती प्रकट केली पाहिजे. या अनुषंगाने केंद्रशासनाने त्यांच्या परिपत्रक क्र.१/६/२०११-आय आर  
दि.१५.४.२०१३ अन्वये शासनाचे सर्व विभाग/ सार्वजनिक प्राधिकरणे यांनी सहसचिव / अतिरिक्त  
विभाग प्रमुख दर्जापेक्षा कमी दर्जा नसलेल्या अधिकाऱ्याची समन्वय अधिकारी म्हणून नियुक्ती  
करण्याचे Ministry of Personnel, Public Grievances and Pensions, Department of  
Personnel and Training या विभागाच्या दि.१५.४.२०१३ च्या परिपत्रकान्वये सूचित केले आहे.  
सदर दि.१५.४.२०१३ च्या परिपत्रकातील सूचनांचे तात्काळ पालन केले जाणे आवश्यक असून  
त्याबाबत खातरजमा करण्याचे आदेश मा.राज्य मुख्य माहिती आयुक्त यांनी श्री.विवेक वेलणकर,  
पुणे यांनी केलेल्या तक्रारीवर दि.२३.७.२०१५ रोजी दिलेले आहेत. सदर आदेशाची प्रत Ministry  
of Personnel, Public Grievances and Pensions, Department of Personnel and Training  
या विभागाच्या दि.१५.४.२०१३ च्या परिपत्रकाच्या प्रतीसह आपल्या माहितीस्तव सोबत जोडली  
आहे.

उपरोक्त परिपत्रकातील बाबी आपल्या अधिपत्याखालील विभाग प्रमुख/सार्वजनिक  
प्राधिकरणे यांच्या निदर्शनास आणून त्यानुसार कार्यवाही करण्याबाबत कृपया सूचित करण्यात यावे.

सल्ले

आपला स्नेही/केत

पीएसमीना

(डॉ.पी.एस.मीना)

डा

मे

प्रति,

सर्व अपर मुख्य सचिव / प्रधान सचिव / सचिव

सर्व विभाग,

मंत्रालय, मुंबई-३२

डी.व  
मे.का.का.  
मिनि-मा.का.का.  
३२  
३०.८.१५

उ.२५ (आ.२५१-२)  
५२/३५/१५  
२५/१५



31/4/14  
y

Complaint under section 18 of RTI Act, 2005.

Complainant : Shri. Vivek Velankar,  
President – Sajag Nagrik Manch, Pune

1. Chief Secretary,  
Government of Maharashtra,  
Madam Kama Road, Hutatma Rajguru Chowk,  
Mantralaya, Mumbai – 400 032.
2. Additional Chief Secretary,  
Public Work Department,  
Madam Kama Road, Hutatma Rajguru Chowk,  
Mantralaya, Mumbai – 400 032.
3. Managing Director,  
MSRDC,  
Nepeansea Road, Opp. Dena Bank,  
Adjacent to Priyadarshini Park,  
Mumbai – 400 036.

ORDER

The complainant Shri. Vivek Velankar, President – Sajag Nagrik Manch, Pune has filed complaint under section 18 of RTI Act in which he has stated the following:-

“DOPT (Central Government) have issued circular to Chief Secretary, Maharashtra state on 15.04.2015 directing them to publish certain information about PPP Projects proactively on website. The copy of the circular is attached herewith for your ready reference. The circular says 1.2.1, if Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project. Further, information about fees, tolls or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment. Unfortunately Government of Maharashtra & MSRDC department have not disclosed any information about any PPP project/toll contract. Hence, under section 18 of RTI Act, 2005 we are lodging complaint against State Government (Chief Secretary, Maharashtra state) & MSRDC for not following directives of DOPT.



3      6

No.1/6/2011-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 15<sup>th</sup> April, 2013

OFFICE MEMORANDUM

**Subject: Implementation of *suo motu* disclosure under Section 4 of RTI Act, 2005 – Issue of guidelines regarding:**

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* disclosures 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. Since the promulgation of the Act in 2005, large amount of information relating to functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to the desired level. It was felt that the weak implementation of the Section 4 of the RTI Act is partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met.

3. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included representatives of civil society organizations active in the field of Right to Information, for strengthening compliance with provisions for *suo motu* or proactive disclosure as given in Section 4 of the RTI Act, 2005. Based on the report of the Task Force, the Government have decided to issue guidelines for *suo motu* disclosure under section 4 of the RTI Act.



2016 4  
e

Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

INDEX

S. No.	Chapter	Page No.
1	<i>Suo motu</i> disclosure of more items under Section 4	1
2	Guidelines for digital publication of proactive disclosure under Section 4	4
3	Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective	7
4	Compliance with provisions of <i>suo motu</i> disclosure	12



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the RTI Act would not be disclosed *sup motu*. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

### **1.3 Transfer Policy and Transfer Orders**

1.3.1 Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act. These guidelines would not be applicable in cases of transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI Act.

### **1.4 RTI Applications**

1.4.1 All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words. RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

### **1.5 CAG & PAC paras**

1.5.1 Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament. However, CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

### **1.6 Citizens Charter**

1.6.1 Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.



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## 2.0 Guidelines for digital publication of proactive disclosure under Section 4

2.1 Section 4 lays down that information should be provided through many mediums depending upon the level of the public authority and the recipient of information (for example, in case of Panchayat, wall painting may be more effective means of dissemination of information), and that more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for disclosure.

2.2 The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. While adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a) It should be the endeavor of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer based interface. The 'Electronic Delivery of Services Bill, 2012' under formulation in Government of India would provide the necessary impetus.
- b) Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c) Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d) Website should contain all the relevant Acts, Rules, forms and other documents which are normally accessed by citizens.



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hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some parts of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. All such different media and forms should be used for proactive disclosure.

- l) Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.



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3.3.2 Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.

3.3.3 In view of the above, the guidelines for detailing the decision making processes are as follows:

- (a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.
- (b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- (c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box. The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.

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- (d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.



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d) Defining the quantitative and tangible parameters, (weight, size, frequency, etc.) and timelines, that are applicable to the goods and services that are accessible to the public.

e) Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.

f) Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

3.5 Guidelines for Section 4(1)(b)(xi)- "the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made".

3.5.1 The public authorities while disclosing their budgets shall undertake the following:

(a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.

(b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.

(c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc. should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website then the budgets and expenditure reports of



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4.0 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act

4.1 Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.

4.2 Proactive disclosure as per these guidelines would require collating a large quantum of information and digitizing it. For this purpose, Ministries/Public Authorities may engage consultants or outsource such work to expeditiously comply with these guidelines. For this purpose, the plan/non-plan funds of that department may be utilized.

4.3 The Action Taken Report on the compliance of these guidelines should be sent, along with the URL link, to the DoPT and Central Information Commission soon after the expiry of the initial period of 6 months.

4.4 Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.

4.5 The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.

4.6 Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.

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4.7 ~~Compliance with the proactive disclosure guidelines, its audit by third party and its~~ communication to the Central Information Commission should be included as RFD target.