

INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA – 700108

NO.D.O/2018/560
20 NOVEMBER 2018

OFFICE ORDER

Subject: Nomination of Nodal Officer for updation/publication of suo-moto disclosure (proactive disclosure) under the RTI Act, 2005

As per RTI Act, every public authority should provide maximum information suo-moto to the public through various means of communications, so that the public have minimum need to use the Act to obtain information. Internet being one of the most effective means of communication and accordingly, the information may be posted/disclosed on the website.

Institute had already followed the suo-moto/proactive disclosure on its website. However, time to time updation of these disclosures are required due to continuous changes in the status of disclosures and also due to many a times amendments in the Act may also require the same. We further need to continuously identify additional information which could be made public through our website.

In view of the same, it has been decided that Dr. Tapan Kumar Mandal, Deputy Librarian of ISI, Kolkata will from now onwards act as nodal officer for updating the Institute's website with respect to and as per the requirement of pro-active disclosure required under the RTI Act/DOPT guidelines. As per Section 4(1)(b) of the RTI Act the following particulars are required to be pro-actively disclosed:-

1. the particulars of its organisation, functions and duties;
2. the powers and duties of its officers and employees;
3. the procedure followed in the decision making process, including channels of supervision and accountability;
4. the norms set by it for the discharge of its functions;
5. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
6. a statement of the categories of documents that are held by it or under its control;
7. the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
8. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 13 and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
9. directory of its officers and employees;

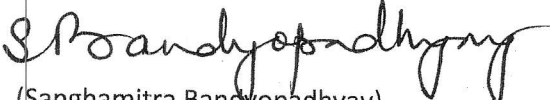
10. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
11. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
12. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
13. particulars of recipients of concessions, permits or authorisations granted by it;
14. details in respect of the information, available to or held by it, reduced in an electronic form;
15. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; and
16. the names, designations and other particulars of the Public Information Officers.

Besides the categories of information enumerated above, the Nodal Officer may also need to publish/update the following particulars as required under DOPT/GOI guidelines:

- I. Information relating to procurement;
- II. Public Private Partnerships;
- III. Transfer Policy and Transfer Orders;
- IV. RTI Applications and its replies;
- V. CAG paras and action taken thereof;
- VI. Citizens Charter;
- VII. Discretionary and Non-discretionary grants; and
- VIII. Foreign tours of senior officers of the Institute.

Nodal Officer needs to ensure the implementation of suo-moto declarations under RTI Act involving what to put, design it's format, demand information from concerned official/departments of the Institute and hosting it on the website, setting frequency of updates and also Overseeing it.

Further, on quarterly basis the Nodal Officer will also submit her report about the updation/publication of the pro-active/suo-moto disclosure under RTI Act/GOI guidelines to the Director's Office.


(Sanghamitra Bandyopadhyay)
Director

Copy to:

- I. All Heads of Department/Sections/Units including outlying Centres/Branches
- II. Director's Office
- III. Dr. Tapan Kumar Mandal, Deputy Librarian