

Name of Organization.....Archaeological Survey of India, Bhopal Circle

Address 3rd Floor, G.T. B. Complex, T.T. Nagar, Bhopal

Website name (of Organisation) www.asibhopal.nic.in

Name & Designatio of nodal officer (RTI) D.K. Singh, Dy. Superintending Archaeologist (CPIO)

Status (of Suo Moto disclosure) As on **22nd August 2016**

Proforma showing the action taken report action/ proposed to b e taken by concerd Organisation / Public authority) on compliance of each paragraph of the guidelines issued by the DOPT vide its on O.M. dt,15.4.2013 of DOPT, and CIC O.M. No.19/1/01-MoRe dated 5.12.2014, about Suo motu disclosure under Section 4 of RTI Act

Para No. of Guidelienes	Heading / Topic	Present Position about compliance by the organization concerned	Action already taken/ proposed to be taken by the concerned CPIO/ Organization
4.0 Suo moto disclosure of more items under Section 4.			
1.1	Information related to Procurement	Available at www.asibhopal.nic.in	
1.2	Public Private Partnerships.	N.A.	
1.3	Transfer Policy and Transfer Orders	Available at www.asi.nic.in	
1.4	RTI applications	Available at www.asi.nic.in & www.asibhopal.nic.in	
1.5	CAG & PAC paras		
1.6	Citizen Charter	May be seen at Ministry's web site.	
1.7 Discretionary and Non-discretionary grants			
1.7.1	Discretionary and Non-discretionary grants by Ministry/ Org.	Available at Ministry's website.	

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Para No. of Guidelines	Heading / Topic	Present Position about compliance by the organization concerned	Action already taken/ proposed to be taken by the concerned CPIO/ Organization
1.7.1.A	Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.	Not applicable	
1.8 Foreign Tours of PM / Ministers			
1.8.1 To 1.8.3	Details of Foreign and domestic official tours undertaken by the Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1 st January, 2012. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.	Available at www.asi.nic.in & Ministry's website.	

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2.0 Guidelines for digital publication of proactive disclosure under Section 4.			
2.1	Detail guidelines (12 principles have been laid down for keeping in view 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.	Not applicable	
3.0 Guidelines for certain clauses of Section 4(1) (b) to make disclose more effective.			
3.1 & 3.2	These are to be disclosed in an integrated manner.	Not applicable	
3.3 Guidelines for section 4(1) (b) (iii) – “the procedure followed in the decision – making processes, including channels of supervision and accountability”.			

websites disclosure
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works
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3.3.1	<p>All Government Officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.</p>	Are dealt in the respective portal	
3.3.2	<p>The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.</p>	Are dealt in the respective portal	
3.3.3	<p>Guidelines for detailing the decision making processes have been laid down.</p>	Are dealt in the respective portal	

Name of Manuals followed

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3.4 Guidelines for Section 4(1) (b) (iv) - : "the norms set by it for the discharge of its functions".			
3.4.1	Public Authority need to disclose norms for major functions that are being performed.	Available at www.asi.nic.in	
3.4.2	Norms of performance for major functions and for monitoring achievements against those standards.	Available at www.asi.nic.in	
3.4.3	Norms should be proactively disclosed, particularly linking them with the decision making processes.	Available at www.asi.nic.in	
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	Simplified version of budgets/ outcome budgets/ released funds to various organizations / sector wise breakup.	Not pertains to this office	

Standard of works/ functions.

work by Sec

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3.6 Guidelines for Section 4(1) (b) (xiv) – “details in respect of information available to or held by it, reduced in an electronic form.			
3.6.1	Providing information in such electronic format so that it is available to subordinate formation also.	Yes	
3.6.2	Permissible Digitalized Data is proactively disclosed on the respective websites.	Yes	
4.0 Compliance with Provisions of suo motu (proactive) disclosure under the RTI Act.			
4.1	These guidelines need to be implemented within a period of six months from the date of issue of guidelines	Implemented	
4.2	Public Authority may engage Consultant to expeditiously comply with these guidelines.	No	
4.3	Action taken Report o be sent , with the URL link to the DOP and CIC	Yes	

Some retained office could do it.

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4.4	Proactive disclosure package need to be audited by third party every year ... Names of third party auditors on the website	Yet to be audited	
4.5 & 4.6	CIC should examine Third party audit report for each Ministry/ Public Authority	N.A.	
4.7	Compliance with the proactive disclosure guidelines , its audit by the third party and its communication should be included as RFD target	Not yet	
5.0 Nodal Officer			
5.1	Each Ministry should appoint a senior officer not below the rank of a Joint Secretary, and not below rank of Addl. HOD in case of attached offices for ensuring compliance with proactive disclosure guidelines	Does not pertain to this office	

Para No. of Guidelines	Heading / Topic	Present Position about compliance by the organization concerned	Action already taken/ proposed to be taken by the concerned CPIO/ Organization
6.0 Annual Report to Parliament / Legislature.			
6.1	Each Ministry/ Organisation should include a chapter on RTI Act in their Annual Report submitted to the Parliament.	Pertains to the Directorate	

Signature

Name & Designation

Date