

**RTI MATTER**  
**MOST URGENT**

No. EDN-H (16) B (15) RTI-08/2014  
Directorate of Higher Education  
Himachal Pradesh

Dated: -Shimla-171001 the 25<sup>th</sup> June, 2014

From: - Public Information Officer-cum-DDHE(State)  
Directorate of Higher Education  
Himachal Pradesh



To All the Dy. Director of Higher Education,  
Himachal Pradesh

Subject :- Guidelines for State Governments for facilitating disclosure at district and lower levels  
Through suggestive templates for key areas.

Memo ;

Please find enclosed herewith a photocopy of letter No. Per(AR)F(7)2/98-Vol-

II dated 10-12-2013 alongwith application received from the Deputy Secretary (AR) to the Govt. of H.P. through  
the Principal Secretary Education to the Govt. of H.P. alongwith Guidelines /Suggestive templates for key areas.

In this connection you are directed to compile with the instructions and guidelines as  
given by the Govt. of India in letter and spirit so as unable us to implementing the Sec-4 of RTI Act, 2005 as  
well as guidelines recommended by the Task Force for disclosure by State Governments alongwith templates  
for disclosure at various level. Compliance be reported to this Directorate so that Govt. Could be informed with  
in stipulated period accordingly.

Public Information Officer-cum-DDHE(State)  
Directorate of Higher Education  
Himachal Pradesh.

Endst. No. Even dated Shimla-171001 the 25<sup>th</sup> June, 2014  
Copy for information to:-

1. The Deputy Secretary (AR) to the Govt. of Himachal Pradesh for information.
2. The Joint Secy. (Hr. Edu.) to the Govt. of H.P. w.r. to their letter No. EDN-B-A(3)4/2012 dated 20-12-2014 & even No. dated 20-6-2014 for information.
- ✓ 3. In charge, IT cell to ~~upload~~ upload on the departmental website.

Public Information Officer-cum-DDHE(State)  
Directorate of Higher Education  
Himachal Pradesh.

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## ANNEXURE

### **Guidelines for State Governments for facilitating disclosure at district and lower levels of government through suggestive templates for key areas**

1.0 - The scheme of Section 4 of RTI Act, 2005 applies uniformly to all the public authorities, irrespective of their level of administration or service delivery (Centre, state, district etc.). It is felt that the extent of detailing required, varies according to the level of administration. If this could be facilitated by the development of suitable templates, it would not only improve the quality of disclosures but would also facilitate more transparency in governance. For example, in the case of Public Distribution System (PDS), disclosures at the level of Fair Price Shops (FPS) should go down to the level of ration card holder, while at the level of district/state, agencies dealing with the disclosures would need to be more broad-based. Keeping this in view, the following four areas have been identified for development of templates:

- (a) Public Distribution System;
- (b) Panchayats;
- (c) MGNREGA; and
- (d) Primary and Secondary Schools.

These four areas have been selected on the ground that they constitute some of the most significant services being provided at the ground level. However, it is recommended that similar templates need to be worked out for other important areas also such as health services, services relating to social benefits, etc.

### **2.0 Templates for Information Disclosure**

The templates for information disclosure at various levels of service delivery in relation to the four areas mentioned above are enclosed at the end of the guidelines. The general principles which should be adopted for disclosure at various levels are given below:

#### **2.1 Use of Information boards/walls**

Section 4(4) of the RTI Act states that information should be disseminated taking into consideration "the most effective method of communication in that local

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area and the information should be easily accessible'. Given the limited reach and accessibility of internet in India, it is recommended that at village / block level, relevant information should be painted on walls and provided on boards in the local language at prominent public places.

## 2.2 *Information disclosure through any document/proof of delivery that is available to beneficiaries*

Any document relating to a scheme/program of the Government that is held by a citizen, such as ration card, school books etc., should be used as a mode of disclosure. Information can be printed on such documents in the local language. Stickers can be used to update/change the information, if required.

## 2.3 *RTI Proactive Disclosure File*

Panchayat is the first public authority to interface with citizens. In their case, considerable information can be painted on walls. However, all information painted on walls should also be kept ready for perusal in a "RTI Proactive Disclosure File". This file should also contain details of all the money received and all the guidelines which are sent to Panchayats by various government authorities for implementation of schemes.

## 3.0 **'Good' and 'Innovative' practices adopted by State Governments**

3.1 State governments may adopt innovative practices to disseminate information at local level. Some of these practices are listed below:

- Read out all information about benefits of schemes, budgets expenditure, MGNREGA works, payments etc in the Gram Sabha, Example – 'A' – works as a Gram Panchayat Secretary and a PIO in 'X' state. Even before the RTI Act was in place, **she/(he)** was using folk lyrics as a medium of disseminating information. In **her/(his)** Gram Sabha, **she/(he)** talks about various schemes by connecting them to incidents in the village and sings a folk song highlighting the specific characteristics of a scheme. **Her/(his)** Gram Sabhas are frequented by large numbers of residents on a regular basis.
- In a **particular district** in 'Y' state, during the RTI campaign for pro-active disclosure, it was observed that the use of multimedia vehicle for dissemination of information was widely accepted. The pamphlets and guidelines of various schemes, including forms, were disseminated by "RTI

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on Wheels" - a multimedia vehicle. Films and case studies of the use of information for achieving transparency in governance were screened.

- In 'y' state, it is a regular practice that details of the proceedings of Gram Sabhas are reported in local newspaper.