

File No. R-2019/7/24/RTI  
Ministry of Information and Broadcasting  
Central Bureau of Communication  
RTI Cell

Soochna Bhawan, New Delhi  
Dated : 05.05.2026

**Subject: Implementation of suo motu disclosure under Section 4 of RTI Act, 2005-Issue of guidelines-reg.**

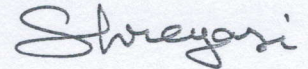
The undersigned is director refer to M/o I&B ID Note No. R-11013/4/2026-RTI Cell dated 23.04.2026 and reminder dated 30.03.2026 on the subject mentioned above. (Copy enclosed).

2. The Suo Motu disclosure of information to public is mandated under section 4(2) of the RTI Act, 2005. It is also stated that Transparency Audit of Proactive disclosure under Section 4(1) (b) of the RTI Act, 2005 is conducted by Central Information Commission every year.

3. In this context, Ministry has requested that all Public Authorities under the MIB to take necessary action for implementation of the mandate of Section of the RTI Act, 2005.

4. In this regard, all the CPIOs/all concerned sections/wings of CBC are hereby requested to take necessary action for implementation of the mandate of Section 4 of the RTI Act, 2005 and **action taken may be uploaded on the CBC website <https://cbcindia.gov.in> latest by 12.05.2026.**

This is issues with the approval of Competent Authority.



Shreyasi Pande  
Section Officer (RTI/PG)

**To:**

1. All CPIOs/FAAs, CBC.
2. All Directors/Jt. Directors/DDAs/Dy. Director, Prog./F&CAO/COs, CBC, New Delhi
3. All Section Officers, CBC, New Delhi
4. AD, Coordination Cell
5. Budget Section, CBC, New Delhi
6. Ministry of I&B, Kartvya Bhawan-2, New Delhi.
7. NIC Cell for uploading the order in website

**Copy to:**

1. PS to DG, CBC (HQ), New Delhi
2. PS to all ADGs, CBC (HQ), New Delhi

## Suo moto disclosure under Section 4 of RTI Act, 2005

S.No.	S/N transparency Audit framework	Title	Section/Wings
1.		The Right Information Act, 2005	RTI Cell
2.	5.1 (i)	Appointment of CPIO & FAA	
3	5.1 (iii)	Nomination of Nodal Officer for RTI Matter	
4.		Nomination of Transparency Office for RTI Matter	Admn. II
5.	1.1	The particulars of its organization, function & duties	
6.	1.1 (v)	Organization Chart	All Admn. Sections
7.	1.2	The powers & duties of its officers and employees	
8.	1.2 (iii)	Allocation of business Rules, 1961	Admn. II
9.	1.3	The procedure followed in the decision making process, including channels of supervision and accountability.	
10.	1.4	The norms set by it for the discharge of its functions.	
11.	1.5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	All Admn. Sections
12.	1.6	A statement of the categories of documents that are held by it or under its control.	
13.	1.7	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, 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.	All Campaign wings and Prog. Division
14.	1.8	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	GA
15.	1.9	A directory of its officers and employees	Cash
16.	1.11	No. of employees against whom Disciplinary action has been proposed/taken	Vigilance
17.	1.12	Programmes to advance understanding of RTI	RTI Cell
18.	1.5 (iv)	Transfer Policy and Transfer Orders	Admn. II
19.	2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made	Budget Section
20.	2.2 (iii)	Information Related to Procurement Tenders Awarded	GA
21.	2.3	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Camp./Prog. Section

S.No.	S/N transparency Audit framework	Title	Section / Wings
22.	2.4	Discretionary & Non Discretionary Gants to Non Government Bodies in Budget Estimates	Budget Section
23.	2.4 (ii)	Annual accounts of all legal entities who are provided grants by public authorities	Camp./Prog. Section
24.	2.5	Particulars of recipients of concessions, permits or authorization granted by it	Budget Section
25.	2.6	CAG & PAC Para's and the Action Taken Reports	Camp./Prog. Section/MR&C/Outreach Unit
26.	3.1	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	GA Section
27.	3.1	Public Private Partnership	PG Cell
28.	4.4	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained	Camp./Prog. Section/MR&C/Outreach Unit
29	4.5 (i)	Grievance Redressal Mechanism	Camp./Prog. Section/MR&C/Outreach Unit
30	4.5 (iii) & (iv)	List of completed schemes/Projects/Programs	Camp./Prog. Section/MR&C/Outreach Unit
31.	4.5 (iv)	List of Schemes/Projects/Programs underway	Coordination Cell
32.	4.5 (vi)	Annual Reports	Camp./Prog. Section/MR&C/Outreach Unit
33.	4.5 (vii)	Frequently Asked Questions	Admn. II RTI Cell
34.	4.5 (viii[a])	Citizens Charter	Coordination Cell
35.	4.6	Details of RTI application received and disposed	Camp./Prog. Section/MR&C/Outreach Unit
36.	4.7	Details of appeals received and orders issued	Coordination Cell
37.	5.1 (ii)	Details of Parliament Questions and Replies Such other information as may be prescribed	Camp./Prog. Section/MR&C/Outreach Unit
38.	2.2	Tours undertaken by Honorable Minister of Officials	Cash Section