

**Audit of Section 4 (1) (b) Disclosure:  
The Right to Information Act 2005**

**A Framework**

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# **General Audit Framework**

**Section 4 (1) (b): Right to Information Act 2005**



<b>S No</b>	<b>Name of the Department</b>	<b>Information Handbook under Section 4 (1) (b) Prepared Yes/No</b>	<b>Have all the units prepared the Handbook</b>	<b>Date of Publication of Information Handbook</b>	<b>Has it been updated (Annual update)</b>









**Audit Framework-**  
**16 sub-clauses under Section 4 (1) (b)**  
**The Right to Information Act 2005**















S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (iii)	Remarks
4	Home		

**Note:** The Audit will look into the nature of disclosure including:

- ❖ Description of channels of supervision and accountability.
- ❖ Description of how each function is discharged or service is delivered by the authority from the stage of planning/ application for getting service to reaching the target group/delivering the service to the beneficiary.



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (iv)	Remarks

**Note:** The Audit will look into the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (v)	Remarks
4	Home		

**Note:** The Audit will look into issues like:

- ❖ weather the department has provided list and gist of rules, regulations, instructions, manuals and records, publications etc held by public authority or under its control or used by its employees for discharging functions.







S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (vii)	Remarks
4	Home		

**Note:** The Audit will look into issues like:

- ❖ If the PA has described the arrangements to seek consultation/participation of public or its representatives for formulation and implementation of policies.



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (viii)	Remarks
4	Home		

**Note:** The Audit will look into issues like:

- ❖ If the PA has provided information on boards, councils, committees and other bodies related to the public authority in the following format.
- ❖ If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes:
  - Contact point, hours of access, fee structure/cost of access and officer to be contacted.

**Format 10**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

<b>S No</b>	<b>Name of the Department</b>	<b>Information supplied as required under Section 4 (1) (b) (ix)</b>	<b>Remarks</b>
1	<b>School Education</b>		
2	<b>Health, Medical &amp; Family Welfare</b>		
3	<b>Municipal Administration &amp; Urban Development</b>		
4	<b>Home</b>		

S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (ix)	Remarks

**Note:** The Audit will look into issues like:

- ❖ If information on officers and employees working in different units or offices at different levels and their contact addresses have been provided (including officers in charge of grievances redressal, vigilance, audit, etc)



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (x)	Remarks
4	Home		

**Note:** The Audit will look into issues like:

- ❖ If the PA has provided information on remuneration and compensation structure for officers and employees

**Format 12**  
**Budget Allocated to Each Agency including Plans etc.**  
**[Section 4(1)(b)xi]**

<b>S No</b>	<b>Name of the Department</b>	<b>Information supplied as required under Section 4 (1) (b) (xi)</b>	<b>Remarks</b>
1	<b>School Education</b>		
2	<b>Health, Medical &amp; Family Welfare</b>		
3	<b>Municipal Administration &amp; Urban Development</b>		
4	<b>Home</b>		

S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xi)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.
- ❖ Information on the budget allocated for different activities under different programmes/schemes/projects etc.

**Format 13**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1)(b)xii]**

<b>S No</b>	<b>Name of the Department</b>	<b>Information supplied as required under Section 4 (1) (b) (xii)</b>	<b>Remarks</b>
1	<b>School Education</b>		
2	<b>Health, Medical &amp; Family Welfare</b>		
3	<b>Municipal Administration &amp; Urban Development</b>		
4	<b>Home</b>		

S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xii)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Details of activities/programmes/schemes being implemented by the public authority for which subsidy is provided.
- ❖ Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xiii)	Remarks
4	Home		

**Note:** The Audit will look into issues like:

- ❖ Provide the names and addresses of recipients of benefits under each programme/scheme separately.



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xiv)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Providing details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)
- ❖ Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

**Format 16**  
**Particulars of Facilities available to Citizens for Obtaining Information**  
**[Section 4(1)(b)(xv)]**

<b>S No</b>	<b>Name of the Department</b>	<b>Information supplied as required under Section 4 (1) (b) (xv)</b>	<b>Remarks</b>
1	<b>School Education</b>		
2	<b>Health, Medical &amp; Family Welfare</b>		
3	<b>Municipal Administration &amp; Urban Development</b>		
4	<b>Home</b>		

S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xv)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information like Notice Board, News Paper Reports, Public Announcements, Information Counter, Publications, Office Library, Websites, Other Facilities



S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xvi)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Name of office/ administrative unit\
- ❖ Name & designation of the officer
- ❖ Telephone Number:
- ❖ Fax Number:
- ❖ Email Address

**Format 18**  
**Other Useful Information**  
**[Section 4(1)(b)(xvii)]**

<b>S No</b>	<b>Name of the Department</b>	<b>Information supplied as required under Section 4 (1) (b) (xvii)</b>	<b>Remarks</b>
1	<b>School Education</b>		
2	<b>Health, Medical &amp; Family Welfare</b>		
3	<b>Municipal Administration &amp; Urban Development</b>		
4	<b>Home</b>		

S No	Name of the Department	Information supplied as required under Section 4 (1) (b) (xvii)	Remarks

**Note:** The Audit will look into issues like:

- ❖ Any other information or details of publications which are of relevance or of use to the Citizens.