

4. E. Governance

S .No.	Item	Details of disclosure	This is to be filled up by respective DPIOs, In case of shortage of space, document may be brought in the meeting
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English English and Hindi	Each Section/Division
		(ii) Vernacular/ Local Language	Each Section/Division
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Each Section/Division
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Each Section/Division
		(ii) Name/ title of the document/record/ other information	Each Section/Division
		(iii) Location where available	Each Section/Division
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Each Section/Division
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		(ii) Details of information made available	Each Section/Division
		(iii) Working hours of the facility	Each Section/Division
		(iv) Contact person & contact details (Phone, fax email)	Each Section/Division
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Each Section/Division
		(ii) Details of applications received under RTI and information provided	RTI Section
		(iii) List of completed schemes/ projects/ Programmes	Mission Directorate, RPPBDD, ISTAD
		(iv) List of schemes/ projects/ programme underway	Mission Directorate, RPPBDD, ISTAD
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	General Section, Purchase, ESD, USD
		(vi) Annual Report	Mission Directorate
		(vii) Frequently Asked Question (FAQs)	Each Section/Division
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		(viii) Any other information such as a) Citizen's Charter	Mission Directorate
		b) Result Framework Document (RFD)	Mission Directorate

		c) Six monthly reports on the	Mission Directorate
		d) Performance against the benchmarks set in the Citizen's Charter	Mission Directorate
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	RTI Section
		(ii) Details of appeals received and orders issued	RTI Section
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Parliament Cell