

FORMAT OF PROACTIVE DISCLOSURE UNDER SECTION 4 OF THE RTI ACT.

Organisation and Function			Remarks / Reference Points (Full Met / Partially Met)
Sl.No	Item	Details of disclosure	
1	The particulars of organisation functions and duties (Section 4 (1) b (i))	(i) Name and address of the organisation	Fully Met
		(ii) Head of the organisation	Fully Met
		(iii) Vision, Mission and key objectives	Fully Met
2	The powers and duties of its officers and employees (Section 4 (1) (b) (ii))	(i) Power and Duties of employees (administration, finance and Judicial)	Fully Met
3	The procedure followed in the decision making process, including channels of supervision and accountability (Section	(i) Process of Decision making	Fully Met
		(ii) Final Decision making authority	Fully Met
4	The norms set by it for the discharge of its functions (Section 4 (1) (b) (iv))	(i) Nature of function / services offered Norms / standards for function.	Not Met
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function (Section 4 (1) (b) (v))	(i) Acts and Rules manuals Transfer policy and Transfer orders	Not Applicable. As PWD Code & Manual, Sikkim Financial Rules and Sikkim Service rules are followed which are available in public domain of the controlling Departments.
6	A statement of the categories of documents that are held by it or under control or used by its control (Section 4 (1) (b) (vi))	(i) Categories of documents	Not Met
		(ii) Custodian of documents	Not Met
7	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 in relation to the formulation of its policy or implementation thereof (Section 4 (1) (b) (vii))	i) Arrangement for consultation with a representation.	No such arrangement exists
		ii) The members of the Public in relation to the formulation of the policy and implementation thereof.	No such arrangement exists
		iii) Day and time allotted to visitors	Open to public on all working days within working hours



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8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted its part or 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 (Section 4 (1) (b) (viii))		Not Met
9	A directory of its officers and employees (Section 4 (1) (b) (ix))		Fully Met
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation (Section 4 (1) (b) (x))		Not Met
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made (Section 4 (1) (b) (xi))	(i) Total Budget for the Public Authority,	Partially Met
		(ii) Budget for each agency and plans and programmes,	Partially Met
		(iii) Proposed Budget	Partially Met
		(iv) Report and disbursement made	Partially Met
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes (Section 4 (1) (b) (xii))	(i) Name of the programme of activity	Fully Met
		(ii) Objective of the programme	Fully Met
		(iii) Procedure to avail benefits	Not Met
		(iv) Duration of the programme / scheme	Partially Met
		(v) Physical and financial target of all the programme	Partially Met
		(vi) Nature / scale of Subsidy / amount allotted	Partially Met
		(vii) Eligibility criteria for grant of Subsidy	Partially Met
		(viii) Details of beneficiaries of subsidy programme	Not Met
13	Particulars of recipients of concessions, permits or authorization granted by it (Section 4 (1) (b) (xiii))	(i) Eligibility criteria,	Not Applicable
		(ii) Procedure for getting the concession / grant or permits.	Not Applicable
		(iii) Name / Address / Date of the recipients award of concession / permit of authorization	Not Applicable



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14	Details in respect of the information, available to or held by it, reduced in an electronic form (Section 4 (1) (b) (xiv))	(i) Details of information available in Electronic form	Not Met
15	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use (Section 4 (1) (b) (xv))	(i) Name and location of the faculty	No such facilities available
		(ii) Details of information made available	Not Applicable
		(iii) Working hours of the facility	Not Applicable
		(iv) Contract person with details	Not Applicable
16	The names, designation and other particulars of the Public information Officers (Section 4 (1) (b) (xvi))	(i) Name of the Transparency officer	Shri. B.S. Nirola, Chief Engineer
		(ii) Name of the First Appellate Authority	Shri. Ashim Basnet, Additional Chief Engineer (S/W)
		(iii) Name of the SPIO	Superintending Engineer (N/E) and Superintending Engineer (S/W)
		(iv) Name of the ASPIO	All concerned Divisional Engineers
17	Such other information as may be prescribed and thereafter update these publication every year	(i) Details of application received under RTI and information provided	Not Met
		(ii) Annual Report	Partially Met
		(iii) Details of third party audit with Date and Report	Not Met
		(iv) Appointment of Nodal officer for section 4	Shri. Deepak Singh, Additional Chief Engineer (N/E) has been appointed as the Nodal Officer
		(v) Whether website disclosure are complete, easier accessible and user friendly manner	Partially Met


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