

Duty to Publish Index: Modified

-Compiled in consultation with the Central Information Commission

S. No	Nested	Points of Compliance
	1.1	Aim or why the department was set-up?
	1.2	Organisation chart
	1.3	Functions and duties of the public authority
	2.1	Powers and duties of officials and employees
	3.1	Procedure followed in the decision-making process
	3.2	Channels of supervision and accountability
	4.1	Norms set by the public authority for the discharge of its functions (personnel, financial, administrative, financial, etc.)
	5.1	Rules/regulations/instruction manuals used by the employees of the public authority while discharging functions
	5.2	Links to the rules/regulations/instruction manuals used by the employees of the public authority while discharging functions
	6.1	Categories of records/documents held by/ under the control of the public authority
	6.2	Detailed listing of the subheads/subcategories of documentation
	7.1	List of committees/ councils/ boards where the public is represented
	7.2	Particulars of constituents of committees/ councils/ boards where the public is represented
	8.1	List of internal boards, councils, committees and other bodies constituted as part of the public authority
	8.2	Particulars of constituents of such internal boards, councils, committees and other bodies constituted as part of the public authority
	8.3	Information regarding whether meetings of such boards, councils, committees and other bodies are open to the public?
	8.4	Minutes of meetings of such boards, councils, committees and other bodies
	9.1	Directory of officers and employees
	10.1	Monthly remuneration including system of compensation received by the officers and employees
	11.1	Budget allocated to each agency (all plans, proposed expenditures and reports on disbursements made)
	12.1	Manner of execution of subsidy programmes
	12.2	Amount allotted to subsidy programmes
	12.3	Details of beneficiaries of subsidy programmes
	13.1	Particulars of recipients of concessions, permits or authorizations
	14.1	Information available to the public authority or held in an electronic form and available on its website
	15.1	Particulars of facilities available to citizens for obtaining information (working hours of the library/reading room, internet, notice boards, newspapers)
	16.1	Name of the Public Information Officer
	16.2	Designation of the Public Information Officer
	16.3	Contact details of the Public Information Officer (official phone number, e-mail address, postal address)
	I	List of completed schemes/policies/projects
	I.I	List of schemes/policies/projects underway

Centre for Civil Society-Duty to Publish Index: Modified

- I.II Procedures/guidelines
- I.III Budget/grants
- I.IV Nodal officers
- I.V Details of identifiable/measurable outputs/outcomes
- II List of administrative/quasi-judicial decisions
- II.I Link to the full decision

Date of last update

Name of the Public Authority

The link

Name and designation of Nodal Officer

Contact details of Nodal officer