



Section 5 of the Right of Access to Information Act 2017

5 Publication and availability of the record—(1) The principal officer of each public body shall, within six months of the commencement of the this Act, ensure that the following categories of the information and record are duly published including uploading over the internet or in a manner which best ensures that these are accessible subject to reasonable restrictions based on limited resources;

- a) Description of the public body’s organization and functions, duties, powers and any services it provides to the public, including a directory and any services it provides to the public, including a directory of its officers and employees, indicating their duties that these are accessible subject to reasonable restrictions based on limited resources;
- b) Statutes, statutory rules, regulations, bye-laws, orders and notifications, etc. applicable to the public body disclosing the date of their respective commencement or effect
- c) Substantive or procedural rules of the general application evolved or adopted by the public body, including any manual or policies by its employees
- d) Relevant facts and background information relating to important policies and decisions which have been adopted, along with a statement of policies adopted by the public body and the criteria, standards or guidelines upon which discretionary powers are exercised by it;
- e) The condition upon which members of the public body can acquire any license, permit, consent, approval, grant, allotment or other benefits of whatsoever nature from any public body or upon which transactions, agreements and contracts, including, contracts of employment which can be entered into with the public body, along with particulars about the recipients of any concession, permit, license or authorization granted by the public body
- f) A description of its decision making processes as defined in the Federal government’s secretariat instructions, 2004 and any instructions for the time being in force for the public to provide any input into or be consulted about decisions;

- g) Detailed budget of the public body; including proposed and actual expenditures, original or revised revenue targets, actual revenue, receipts, revision in the approved budget and the supplementary budget;
- h) The methods whereby information in the possession or control of the public body may be obtained and the prescribed fee required along with the name, title and contact details of the designated officials;
- i) Reports including performance reports, audit reports, evaluation reports, inquiry or investigative reports and other reports that have been finalized
- j) Such other matters which the principal officer of the public body deems fit to be published in the public interest
- k) Such other information as may be prescribed ; and
- l) Camera footages at public places, wherever available, which have a bearing a crime:

Provided that if the information or record pertains to a period earlier than the year 2008. The same shall be published within reasonable time.