**Template for Proactive Disclosure of Information**

The implementation of Section 5 of the Act can only be ensured if federal public bodies continuously juxtapose categories of information enlisted in section 5 with the information provided on the web sites. In this regard, all federal public bodies are required to use the following template to ensure proactive disclosure of information. In this template, the Pakistan Information Commission has explained as to how each category of information is to be proactively disclosed through web sites.

Template for the Compliance Report-Proactive Disclosure of Information under Section 5 of the Right of Access to Information Act 2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Seriel No.** | **Information to be Proactively Disclosed** | **Explanation** | **Status as on (insert the date)** |
| 1 | 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 | The public body should ensure that all this information is available on its web site by analysing information made already available on its web site. The public body should indicate which of these have been uploaded and which are missing. The directory of officers and the employees should be maintained in tabular form along with names, designations, Basic Pay Scales, Salaries, benefits, perks and privileges of the officers and employees. The ‘Directory of Officers and Employees of Pakistan Information Commission’, available on its web site, should be used as a template. | In all rows of this column, the public body should enlist what information has been made available and what is missing. |
| 2 | Statutes, statutory rules, regulations, bye-laws, orders and notifications, etc. applicable to the public body disclosing the date of their respective commencement or effect | Self-explanatory. The public body should indicate which of these have been uploaded and which are not. |  |
| 3 | Substantive or procedural rules of the general application evolved or adopted by the public body, including any manual or policies by its employees | Self-explanatory |  |
| 4 | 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 | Self-explanatory. The public body should indicate which of these have been uploaded and which are missing not. |  |
| 5 | 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 | Criteria and terms and conditions for all kinds of licenses, permits, consents, approval, grants, allotments or other benefits. The public body should also publish list with names and addresses of those received concession, permit, license or authorization. |  |
| 6 | 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 decision | Self-explanatory |  |
| 7 | 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 | The public body should indicate which of these have been uploaded and which are missing. |  |
| 8 | 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 | Public bodies should put on their web sites Application Form developed by the commission for seeking information under the Act. This form and the ‘Schedule of Costs’ can be retrieved from [www.rti.gov.pk](http://www.rti.gov.pk). Federal public bodies should also put the name, designation, official E-mail and contact number of the Public Information Officer on the web site. These details should be placed below the heading: ‘Public Information Officer Designated under the Right of Access to Information Act 2017’. |  |
| 9 | Reports including performance reports, audit reports, evaluation reports, inquiry or investigative reports and other reports that have been finalized | All such finalised reports be made available on the web site. The public body should indicate which of these have been uploaded and which are missing. |  |
| 10 | Such other matters which the principal officer of the public body deems fit to be published in the public interest | Especially all classified records that are more than 20 years old are public records and be made available on the web sites of federal public bodies. |  |
| 11 | Camera footages at public places, wherever available, which have a bearing on a crime | Self-explanatory |  |