

Proactive Disclosure under Section 4 (1) (b) of the RTI Act, 2005

Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organisation, functions & duties	Under the Allocation of Business Rules 1961, the Prime Minister's Office (PMO) provides secretarial assistance to the Prime Minister. PMO is headed by the Principal Secretary to PM. Presently there are 122 Gazetted and 281 Non-Gazetted posts in PMO (excluding the personal staff of Prime Minister / Minister of State / National Security Advisor and former Prime Ministers). The main premises of PMO is located in the South Block. However, certain branches are located at Rail Bhavan (RTI Section) & Parliament House (Parliament Section). It also functions from the Prime Minister's House at RCR. Organisation Structure of PMO (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Annexure-1.pdf) Section-wise Work Allocation (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Annexure-2.pdf)
(ii)	The powers & duties of its officers and employees	Work distribution in PMO. (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Work_Distribution_22_06_2016.pdf)
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The Prime Minister's Office (PMO) provides secretarial assistance to the Prime Minister <i>inter-alia</i> assisting, as required, for decisions on proposals received. Instructions contained in Manual of Office Procedure are followed.
(iv)	The norms set by it for the discharge of its functions	As the head of Council of Ministers, the Prime Minister presides over Cabinet meetings and oversees the works of all the Ministries. Instructions contained in the Government of India (Allocation of Business) Rules, 1961, the Government of India (Transaction of Business) Rules, 1961 and Manual of Office Procedure are followed during discharge of functions of PMO.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The rules / regulation etc. as applicable to Central Government Employees / All India Service Officers and Central Government Offices are used for discharging of its functions. An illustrative list is at Annex-IV (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Anexure-4.pdf)
(vi)	A statement of the categories of documents that are held by it or under its control	Apart from the matters like administration of Prime Minister's Office, public grievances, PMNRF etc, the issues which are received in PMO for information / comments / orders of Prime Minister originate in some other Ministry / Department, Cabinet Secretariat, State Government and other organization.

(vii)	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 or implementation thereof	As the policies are formulated and implemented by respective Ministries and Departments, consultation with members of public in regard to formulation of implementation of policy is to be undertaken by the respective Ministries / Departments. Any feedback / suggestions / grievances can be sent to PM / PMO using the interactive page link, " Interact with Hon'ble PM on " http://www.pmindia.gov.in/en/interact-with-honble-pm/
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to 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	The following committees have been constituted by the PMO: (i) Internal Complaints Committee in the PMO under Section 4(2) (c) of the Sexual Harassment of Women at Workplace Act, 2013. (http://pmindia.gov.in/wp-content/uploads/2015/12/internal-complaints-com-01.12.2015.pdf) (ii) Local Purchase Committee (iii) Departmental Promotion Committee in respect of MTS.
(ix)	A directory of its officers and employees	Directory of key official of PMO (http://www.pmindia.gov.in/en/list-officer-pmo/) The directory of employees has been covered under the next column i.e. column (x) on details regarding monthly remuneration received by them.
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Monthly remuneration (pay and allowances) of all the employees. (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Annexure-7_compress.pdf) Pay and other allowances of PM / MoS(PMO) are given as per the provisions of "The Salaries and allowances of Minister Act, 1952" as amended from time to time.
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	There is no agency under the administrative control to which budget is allocated from PMO. (i) Detailed Demands for Grants for the year 2014-15, 2015-16 and 2016-17. (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Annexure-10.pdf) (ii) Monthly expenditure for 2015-16. (http://www.pmindia.gov.in/wp-content/uploads/2016/08/Annexure-11.pdf)
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	There is no subsidy programmes in PMO.
(xiii)	Particulars of recipients of concessions, permits or	NIL

	authorisations granted by it	
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	As available on the website of PMO.
(xv)	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	Prime Minister's Speeches and Statements are made public through PIB (http://www.pib.nic.in/newsite/pmreleases.aspx?mincode=3&speech=S) and PMO's website (http://pmindia.gov.in/en/speeches/) and official social media accounts. Any feedback / suggestions / grievances can be sent to PM / PMO either by post or using the interactive page link, "Interact with Hon'ble PM" http://pmindia.gov.in/en/interact-with-pm/ Citizens can also send their grievances to the Prime Minister through various means viz. by post (Prime Minister Office, South Block, New Delhi, Pin – 110011), by hand – at PMO Dak Counter or by Fax (011-23016857). Citizens making telephonic inquiries about status of their letters sent to the Prime Minister can dial the facilitation number 011-23386447 and inquire about status of their letters / grievances. For the purpose of registering online Public Grievance there is a provision of a link on the PMO's website http://pmindia.gov.in under the heading 'write to the Prime Minister'. On clicking the link, the citizen is guided to CPGRAMS page where the grievance is registered and after due registration, a unique registration number is generated. The citizen also has an option of uploading relevant documents related to the grievance / complaint / suggestion. Status of grievance can be tracked through internet at http://pgportal.gov.in/ViewStatus.aspx by using the unique grievance registration number. The procedure regarding obtaining information under the RTI Act is available at http://pmindia.gov.in/en/right-to-information-rti/right-to-information-act/
(xvi)	The names, designations and other particulars of the Public Information Officers	The details of CPIO is available at http://pmindia.gov.in/en/right-to-information-rti/central-public-information-officer/ The details of ACPIO is available at http://pmindia.gov.in/en/right-to-information-rti/assistant-central-public-information-officer/
(xvii)	Such other information as may be prescribed	(i) Link to the website of PRAGATI (https://pragati.nic.in) (ii) Link to PMG website (http://www.pmindia.gov.in/en/role-of-project-monitoring-group-pmg/)

		(iii) Link to PM India website (http://www.pmindia.gov.in/) .
1.1 of DoPT guide lines	Information Related to Procurement. Procurement made by public authorities including publication of notice/tender enquiries and details of bid awards including names of the supplier in respect of procurements made Rs 10 lakhs or more.	All procurements in PMO are made as per the extant guidelines and from the authorized / approved organizations / institutions etc. No such items having value of Rs. 10 lakh or more has been procured by PMO during the financial year 2015-16.
1.2 of DoPT guide lines	Public Private Partnership: Details of the PPPs contract/concession agreement including Special Purpose Vehicle (SPV), if public services are proposed to be provided through Public Private Partnership.	NIL
1.3 of DoPT guide lines	Transfer Policy and Transfer Orders	Officers / Staff in PMO are appointed and posted by DoPT / MHA / MEA. It is regularly updated through “the directory of employees”.
1.4 of DoPT guide lines	RTI Applications/ First Appeals and their replies	“Information on RTI Queries to PMO”(http://pmindia.gov.in/wp-content/uploads/2015/12/rti-reply-09.12.2015.pdf)
1.5 of DoPT guide lines	CAG & PAC Paras and the Action Taken Reports	There are no CAG & PAC paras regarding PMO.
1.6 of DoPT guide lines	Citizens Charter	Not applicable for PMO as no civic service is directly provided.
1.7 of DoPT guide lines	Discretionary and Non-discretionary grants. All discretionary and Non-discretionary grants / allocations to State Governments/ NGOs / Other institutions by Ministry/Departments.	The details regarding PM National Relief Fund / National Defence Fund is available at http://pmindia.gov.in/en/pms-funds/ The details regarding the National Defence Fund is available at http://www.pmindia.gov.in/en/national-defence-fund/
1.8 of DoPT guide lines	Tours undertaken by PM and officials of the level of JS and above	Details of foreign visits of Hon'ble PM since 26.05.2014 including details of expenses incurred on chartered flights - (http://www.pmindia.gov.in/en/details-of-foreigndomestic-visits/) Details of foreign visits of former PM (Dr. Manmohan Singh) including details of expenses incurred on chartered flights - (http://pmindia.gov.in/wp-content/uploads/2016/02/former-PM-Manmohan-Singh-Visit-02.02.2016.pdf) Details of foreign visits of former PM (Shri Atal Bihari

		Vajpayee) including details of expenses incurred on chartered flights - (http://pmindia.gov.in/wp-content/uploads/2015/07/former-PM-A.B.Vajpayee-Visit.pdf) Domestic tours of PM: The expenses on domestic visits of PM are met out of the budget of Ministry of Defence. List of domestic visits of PM from 26.05.2016 along with duration is available on PMO website at http://pmindia.vo.in/en/pm-visits/?visitttype=domestic_visit Tour details of visit officials of the level of JS and above in PMO is being updated. (Being Updated)
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