

TIME BOUND
Most Immediate

No.17-6/2024- RTI (Library)/Disclosure
(eoffice: 8602520)
Government of India
National Centre for Disease Control
(Directorate General of Health Services)
22, Sham Nath Marg, Delhi - 110 054.
(RTI Cell, Central Library)

Dated the, 22/05/26

CIRCULAR

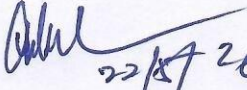
Subject: Updating/uploading of Proactive disclosures under Section 4 of the RTI Act, 2005 on NCDC's website -reg.

Every Public Authority has to proactively (*suo moto*) publish and thereafter update every year, a series of 25 points information on its website as under Section 4 of the RTI Act, 2005. Every year these proactive disclosures published on NCDC's website are audited by a Third party and report is submitted to Central Information Commission.

The Third Party Transparency audit of the proactive disclosures published on NCDC'S website is proposed to be conducted by a CIC authorized Nodal Agency for the year 2025-26. In this regard, all the Divisions/Sections of NCDC are requested to upload/update information pertaining to their respective Divisions/Section on the website of NCDC through NCDC Web Committee before the commencement of above mentioned Third Party Transparency Audit.

In this regard, a standard list of 25 items devised by DoPT, duly marked to the concerned Section/Division against each item, is given as under for uploading/updating the information through NCDC Web Committee (ncdcwebcommittee@gmail.com):

| S. No | Item | Details of disclosure | Div/Section likely to be concerned |
|-------|--|--|------------------------------------|
| 1 | Particulars of its organisation, functions and duties [Sec 4(1)(b)(i)] | (i) Name and address of the Organization | PRC Section / Administration |
| | | (ii) Head of the organization | |
| | | (iii) Vision, Mission and Key objectives | |
| | | (iv) Function and duties | |
| | | (v) Organization Chart | |
| | | (vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt | |
| 2 | Power and duties of its officers and employees [Sec 4(1) (b)(ii)] | (i) Powers and duties of officers (administrative, financial and judicial) | PRC Section / Administration |
| | | (ii) Power and duties of other employees | |
| | | (iii) Rules/ orders under which powers and duty are derived and | |
| | | (iv) Exercised | |
| | | (v) Work allocation | |
| 3 | Procedure followed in decision making process [Sec 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | PRC Section |
| | | (ii) Final decision making authority | |
| | | (iii) Related provisions, acts, rules etc. | |
| | | (iv) Time limit for taking a decisions, if any | |
| | | (v) Channel of supervision and accountability | |


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| 4 | Norms for discharge of functions [Sec 4(1)(b)(iv)] | (i) Nature of functions/ services offered | All Divisions |
| | | (ii) Norms/ standards for functions/ service delivery | All Divisions |
| | | (iii) Process by which these services can be accessed | All Divisions |
| | | (iv) Time-limit for achieving the targets | All Divisions |
| | | (v) Process of redress of grievances | Estt Section |
| 5 | Rules, regulations, instructions manual and records for discharging functions [Sec 4(1)(b)(v)] | (i) Title and nature of the record/ manual / instruction. | PRC Section/ Establishment Section |
| | | (ii) List of Rules, regulations, instructions manuals and records. | |
| | | (iii) Acts/ Rules manuals etc. | |
| | | (iv) Transfer policy and transfer orders | |
| 6 | Categories of documents held by the authority under its control [Sec 4(1)(b) (vi)] | (i) Categories of documents | All Divisions |
| | | (ii) Custodian of documents/categories | |
| 7 | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Sec 4(1)(b)(vii)] | Arrangement for consultations with or representation by the members of the public | All Programme Div. |
| | | (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | |
| | | (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants | |
| 8 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Sec 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | PRC Section |
| | | (ii) Composition | |
| | | (iii) Dates from which constituted | |
| | | (iv) Term/ Tenure | |
| | | (v) Powers and functions | |
| | | (vi) Whether their meetings are open to the public? | |
| | | (vii) Whether the minutes of the meetings are open to the public? | |
| | | (viii) Place where the minutes if open to the public are available? | |
| 9 | Directory of officers and employees [Sec 4(1) (b) (ix)] | (i) Name and designation | PRC Section/ Establishment Section |
| | | (ii) Telephone , fax and email ID | |
| 10 | Monthly Remuneration received by officers & employees including system of compensation [Sec 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration | Accounts Section |
| | | (ii) System of compensation as provided in its regulations | |
| 11 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Sec 4(1)(b)(xi)] | (i) Total Budget for the public authority | Budget Section |
| | | (ii) Budget for each agency and plan & programmes | |
| | | (iii) Proposed expenditures | |
| | | (iv) Revised budget for each agency, if any | |
| | | (v) Report on disbursements made and place where the related reports are available | |
| 12 | Manner of execution of subsidy | (i) Name of the programme of activity | All Programme Divisions |
| | | (ii) Objective of the programme | |

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| | programme [Sec 4(i)(b)(xii)] | (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) | |
| 13 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Sec 4(1) (b) (xiii)] | (i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations | All Programme Divisions |
| 14 | Information available in electronic form [Sec 4(1)(b)(xiv)] | (i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available | All Programme Divisions |
| 15 | Particulars of facilities available to citizen for obtaining information [Sec 4(1)(b)(xv)] | (i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email) | All Divisions |
| 16 | Name, designation and other particulars of public information officers [Sec 4(1) (b) (xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official. | RTI Cell |
| 17 | Such other information as may be prescribed (Sec4(i) (b)(xvii)) | (i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs) | Estt. Section RTI Cell All programme Division -do- -do- Coordination/ Parliament Cell All Divisions |
| 18 | Information related to procurements [F No. 1/6/2011- IR dt. 15.4.2013] | (i) Notice/tender enquires, and corrigenda if any thereon, (ii) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (iii) The works contracts concluded - in any such combination of the above-and (iv) The rate /rates and the total amount at which such procurement or works contract is to be executed. | Stores Section |
| 19 | Public-private partnerships (PPP) | (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | All Programme Divisions |

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| | | (vii) Information relating to outputs and outcomes | |
| | | (viii) The process of the selection of the private sector party (concessionaire etc.) | |
| | | (ix) All payment made under the PPP project | |
| 20 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | | PRC Section/Estt. Section |
| 21 | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013] | (i) Details of applications received and disposed | RTI Cell |
| | | (ii) Details of appeals received and orders issued | |
| 22 | CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013] | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. | Administration/Budget Section |
| 23 | Citizen's Charter | a) Citizen's Charter | PRC Section |
| | | b) Result Framework Document (RFD) | |
| | | c) Six monthly reports on the | |
| | | d) Performance against the benchmarks set in the Citizen's Charter | |
| 24 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions | All Programme Divisions |
| | | (ii) Annual accounts of all legal entities who are provided grants by public authorities | |
| 25 | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) | (i) Budget | Budget Section |
| | | (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. | |
| | | a) Places visited | |
| | | b) The period of visit | |
| | | c) The number of members in the official delegation | |
| d) Expenditure on the visit | | | |


 (Prakash Doval) 22/5/26
 Assistant Director (Admn)

To:

1. All Concerned Division/Sections
2. NCDC Web Committee : with a request to update information on the NCDC's website at the link : <https://ncdc.mohfw.gov.in/rti/>

Copy to

1. Dr. Sandhya Kabra, First Appellate Authority and Additional Director & HOD (Hepatitis & Biotechnology)
2. Dr. Bibhash Nandi, Joint Director & Central Public Information officer
3. Dr. Sanket V. Kulkarni, Jt. Director & HOD (PBA)
4. PS to Director, NCDC


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