



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

MOST URGENT
RTI MATTERS

No. AAI/RTI/CHQ/MISC/2023/85

3rd February, 2023

The Regional Executive Director
Airports Authority of India
Northern/Eastern/Western/Southern/North-Eastern Region
DELHI/KOLKATA/MUMBAI/CHENNAI/GUWAHATI.

The Airport Director,
Airports Authority of India
KOLKATA / CHENNAI.

The Executive Director (Training)
Indian Aviation Academy
Vasant Kunj,
New Delhi

The Executive Director (FIU)
Airports Authority of India
Safdarjung Airport,
New Delhi

The Principal
CATC
Bamrauli, Prayagraj (UP)

Sub: Implementation of suo motu disclosure under Section 4 of RTI Act, 2005.

Sir,

Section 4 of Right to Information (RTI) Act stipulates that Public Authorities make suo motu disclosure of certain categories of information. These disclosures are expected to promote transparent functioning of the Public Authorities and, more importantly, enable the citizen to access the information held by these authorities without him having to take recourse to the RTI Act to receive the information. Public Authorities have generally made these disclosures through print and electronic media, mainly on their websites and publications.

In the light of above, it is requested that being Nodal Officer of your Region / Airport concerned, please ensure that all the information relating to your Region / Airport / Department and itemized in the attached format circulated by Central Information Commission (CIC) are uploaded in AAI website.

Encl : as above.

Yours sincerely,

(RAVI KANT)

Executive Director (Admn)

Distribution :

All HODs / First Appellate Authority at CHQ : For similar action please.

...2/-

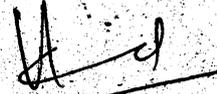
Copy to :

OSD to Chairman

Member Finance / Planning / Operations / ANS

General Manager (IT)

For uploading on AAI website



(RAVI KANT)

Executive Director (Admn)



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



अति तत्काल
आरटीआई मामला

सं. भाविप्रा/आरटीआई/सीएचक्यू/एमआईएससी/2023/85

3 फरवरी, 2023

क्षेत्रीय कार्यपालक निदेशक
भारतीय विमानपत्तन प्राधिकरण
उत्तरी/पूर्वी/पश्चिमी/दक्षिणी/उत्तर-पूर्वी क्षेत्र
कोलकाता/मुंबई/चेन्नई/गुवाहाटी।

विमानपत्तन निदेशक,
भारतीय विमानपत्तन प्राधिकरण
एनएससीबीआई/चेन्नई हवाई अड्डा
कोलकाता/चेन्नई।

कार्यपालक निदेशक (प्रशिक्षण)
भारतीय विमानन अकादमी
वसंत कुंज, नई दिल्ली

कार्यपालक निदेशक (एफआईयू)
भारतीय विमानपत्तन प्राधिकरण
सफदरजंग एयरपोर्ट, नई दिल्ली।

प्रधानाचार्य
सीएटीसी
बमरौली, प्रयागराज (उ०प्र०)

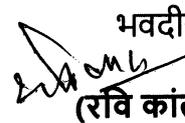
विषय: सूचना का अधिकार अधिनियम, 2005 की धारा 4 के अंतर्गत स्वतः संज्ञान लेते हुए प्रकटीकरण का अनुपालन।

महोदय,

सूचना का अधिकार (आरटीआई) अधिनियम की धारा 4 में यह उल्लेख किया गया है कि लोक प्राधिकरण सूचना की कुछ श्रेणियों का स्वतः प्रकटीकरण करते हैं। इन प्रकटीकरणों से लोक प्राधिकरणों के पारदर्शी कामकाज को बढ़ावा मिलना अपेक्षित है और इससे भी महत्वपूर्ण यह है कि नागरिक सूचना प्राप्त करने के लिए आरटीआई अधिनियम का सहारा लिए बिना इन प्राधिकरणों के पास उपलब्ध सूचनाओं को प्राप्त करने में सक्षम होंगे। लोक प्राधिकरण समान्यतः प्रिंट और इलेक्ट्रॉनिक मीडिया के माध्यम से, मुख्य रूप से अपनी वेबसाइटों और प्रकाशनों पर, उक्त प्रकटीकरण करते हैं।

उपरोक्त के आलोक में, यह अनुरोध किया जाता है कि आपके क्षेत्र / हवाई अड्डे के संबंधित नोडल अधिकारी होने के नाते, कृपया आपके क्षेत्र / हवाई अड्डे / विभाग से संबंधित सभी जानकारी केंद्रीय सूचना आयोग (सीआईसी) द्वारा परिपत्रित संलग्न प्रारूप में सूचीबद्ध करते हुए भाविप्रा की वेबसाइट पर अपलोड करना सुनिश्चित करें।

संलग्नक: यथोक्त

भवदीय,

(रवि कांत)

कार्यपालक निदेशक (प्रशासन)

वितरण :

निगमित मुख्यालय के सभी विभागाध्यक्ष/प्रथम अपीलीय प्राधिकारी : समान कार्रवाई हेतु।

...2/-

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प्रतिलिपि :

अध्यक्ष के विशेषकार्याधिकारी

सदस्य वित्त / योजना / प्रचालन / एएनएस

महाप्रबंधक (सूंप्रौं) - भाविप्रा की वेबसाइट पर अपलोड करने हेतु



(रवि कांत)

कार्यपालक निदेशक (प्रशासन)

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	
		(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	

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	
		(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	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	
		(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?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	
		(ii) System of compensation as provided in its regulations	

1.10	Name, designation and other particulars of public information officers [Section 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.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	
		(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	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	
		(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	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	
		(ii)	Objective of the programme	
		(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)	
2.4	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	
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 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	
2.6	`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.		

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (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	
		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	
		(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			

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	
		(i) Electronic format	
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 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	
4.4	Particulars of facilities available to citizen for obtaining information [Section 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)	

4.5	Such other information as may be prescribed under section 4(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)	
		(viii)	Any other information such as	
			a) Citizen's Charter	
			b) Result Framework Document (RFD)	
	c) Six monthly reports on the			
	d) Performance against the benchmarks set in the Citizen's Charter			
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	
		(ii)	Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]		Details of questions asked and replies given	

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	
