

**F. No.14019/15/2022-Cash  
Government of India  
Press Information Bureau  
(Cash Section)**

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Shastri Bhawan, New Delhi.  
Dated 07.05.2025

To

The Technical Director,  
NIC, PIB  
Shastri Bhawan, New Delhi.

Subject:-Transparency Audit of Proactive Disclosure related to domestic tour of officers having rank of Joint Secretary and above under Section 4 of RTI Act 2005.

Sir,

NIC is requested to upload the information relating to Transparency Audit of Proactive Disclosure related to Domestic tour of officers having rank of Joint Secretary and above under Section 4 of RTI Act, 2005 as shown in the annexure on PIB website under "RTI Transparency Audit Disclosure".

Encl:- As above.



(Pawan Singh Faujadar)  
Director(Cash)  
Tele:-23384684


Copy for information to:- Section Officer(Admn-I), PIB , New Delhi.

o/c

M/S  
9/5/25

M/S

2.	Transparency Audit (Budget & Programme)			
2.2.	Foreign and Domestic Tours (F.No. 1/8/2012-IR dt. 11/09/2012)			
(ii)	Domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above as well as the head of the Department (During the F Y 2024-25)			
SL. no.	Places visited	The period of visit	The number of members in the official delegation	Expenditure on the visit (Amount in Rs.)
	DOMESTIC TOUR			
1)	Dehradun	12/5/24-14/5/24	1	42742
2)	Raipur	13/5/24-15/5/24	1	31378
3)	Patna	23/6/24-25/6/24	1	51166
4)	Guwahati	09/07/24-11/7/24	1	56511
5)	Goa	18/8/24-19/8/24	1	69947
6)	Raipur	23/8/24-25/8/24	1	13742
7)	Raipur	23/8/24-25/8/24	1	16538
8)	Mumbai	18/10/24-22/10/24	1	53817
9)	Ahmedabad	29/10/24-31/10/24	1	47848
10)	Goa	07/11/24-09/11/24	1	65762
11)	Goa	19/11/24-21/11/24	1	69092
12)	Lucknow	22/11/24-24/11/24	1	46009
13)	Goa	26/11/24-27/11/24	1	19855
14)	Goa	07/11/24-11/11/24	1	53922
15)	Jammu	05/11/24-07/11/24	1	35092
16)	Goa	15/11/24-2/12/24	1	121532
17)	Prayagraj	04/12/24-06/12/24	1	38108
18)	Prayagraj	04/12/24-05/12/24	1	34554
19)	Hyderabad	15/12/24-17/12/24	1	22713
20)	Agartala	20/12/24-23/12/24	1	53332
21)	Hyderabad	19/01/25-26/01/25	1	36757
22)	Prayagraj	18/01/25-19/01/25	1	34975
23)	Coimbatore	06/02/25-07/02/25	1	68558
24)	Bengaluru	08/02/25-14/02/25	1	51832
25)	Pune	21/02/25-23/02/25	1	91766
26)	Coimbatore	25/02/25-27/02/25	1	72802
27)	Mumbai	07/03/25-07/03/25	1	77341

  
(Pawan Singh Faujadar)  
Director(Cash)

F. No. I-17012/2/2023- Vig. 113  
GOVERNMENT OF INDIA  
PRESS INFORMATION BUREAU  
(VIGILANCE SECTION)

New Delhi, dated 30<sup>th</sup> April, 2025.

Office Memorandum

**Subject: Third-Party Transparency Audit for the year 2024-2025-reg.**

The undersigned is directed to refer to Admn.I Sections's O.M. No.I-11011/1/2025-Admn.I dated 15.04.2025 on the subject mentioned above.

2. So far as Vigilance Section is concerned, the requisite information is enclosed in the prescribed proforma.

Encl: As above.

*Bhupender*  
(Bhupender Kumar)  
Section Officer (Vig.)

Section Officer(Admn.I)  
PIB(Hqrs.)

**Copy to:** - (1) NIC, PIB for uploading on PIB website.

(2) OLU for Hindi translation

**Annexure-I**

S.No.	Item		Remarks/Reference Points(Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	(v) Process of redress of grievances.	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 21 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instructions	a) CCS (Conduct) Rules. b) CCS (CCA) Rules
		(ii) List of Rules, regulations, instructions manuals and records	a) Manual on Disciplinary Proceedings.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	a) Departmental Security instructions b) APAR & Property returns of all Gazetted & Non- Gazetted staff
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	03
		(ii) Finalised for Minor penalty or major penalty proceedings	02 (minor penalty)
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 21 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.

फा.सं. आई-17012/2/2023- सतर्कता / 103

भारत सरकार  
पत्र सूचना कार्यालय  
(सतर्कता अनुभाग)

नई दिल्ली, दिनांक: 30<sup>th</sup> अप्रैल, 2025

कार्यालय जापन

**विषय:** वर्ष 2024-2025 के लिए तृतीय पक्षीय पारदर्शिता लेखा परीक्षा के संबंध में।

अधोहस्ताक्षरी को उपर्युक्त विषय पर प्रशासन-1 अनुभाग के दिनांक 15.04.2025 के कार्यालय जापन संख्या आई-11011/01/2025-प्रशासन-1 का संदर्भ ग्रहण करने का निदेश हुआ है।

2. सतर्कता अनुभाग से संबंधित अपेक्षित जानकारी निर्धारित प्रपत्र में संलग्न है।

संलग्न: यथोपरी



(भूपेन्द्र कुमार)  
अनुभाग अधिकारी (सतर्कता)

अनुभाग अधिकारी (प्रशासन-1)  
पत्र सूचना कार्यालय (मुख्यालय)

**प्रतिलिपि:** - (1) एनआईसी, पत्र सूचना कार्यालय को वेबसाइट पर अपलोड करने हेतु।



**अनुबंध-1**

क्र. सं.	मद		टिप्पणियां / संदर्भ बिंदु (पूर्णतः निस्तारित /आंशिक रूप से निस्तारित / निस्तारित नहीं - लागू नहीं होने पर पूर्णतः निस्तारित /आंशिक रूप से निस्तारित माना जाएगा)
1.4	कार्यों के निर्वहन के मानदंड [धारा 4(1) (ख) (iv)]	(v) शिकायत निवारण संबंधी प्रक्रिया ।	इस सम्बंध में यह उल्लेख है कि प्रशासनिक सुधार एवं लोक शिकायत विभाग, लोक शिकायतों के लिए एक नोडल कार्यालय है। पत्र सूचना कार्यालय को पीजी पोर्टल के माध्यम से सूचना एवं प्रसारण मंत्रालय से शिकायत याचिकाएं प्राप्त होती हैं। इन शिकायतों को निवारण हेतु सम्बंधित अनुभाग/एकक को भेजा जाता है। सामान्यतः सम्बंधित अनुभाग/एकक सतर्कता अनुभाग को सूचित करते हुए इन शिकायतों का 21 दिन की अवधि के भीतर सीधे याचिकाकर्ता को निवारण प्रदान करता है। यदि कोई शिकायत पीआईबी से सम्बंधित नहीं है तो इसे पीजी पोर्टल के माध्यम से सूचना एवं प्रसारण मंत्रालय को वापस कर दिया जाता है। अन्त में प्रधान महानिदेशक (मी.एव.स.) के अनुमोदन से शिकायत याचिकाकर्ता को सम्बंधित अनुभाग/एकक द्वारा पी जी पोर्टल में उत्तर अपलोड करके शिकायत को हटा दिया जाता है।
1.5	कार्यों के निर्वहन हेतु नियम, विनियम, निर्देश, मैनुअल एवं अभिलेख [धारा 4(1) (ख) (v)]	(i) रिकॉर्ड/मैनुअल/ निर्देश का शीर्षक और प्रकृति	ड) सीसीएस (आचरण) नियमावली । च) सीसीएस (सीसीए) नियमावली ।
		(ii) नियमों, विनियमों, मैनुअल और अभिलेखों की सूची	ग) अनुशासनात्मक कार्यवाही संबंधी मैनुअल ।
1.6	प्राधिकरण द्वारा अपने नियंत्रण में रखे गए दस्तावेजों की श्रेणियाँ [धारा 4(1)(ख)(vi)]	(i) दस्तावेजों की श्रेणियाँ	ड) विभागीय सुरक्षा निर्देश च) राजपत्रित और अराजपत्रित कर्मचारियों की एपीएआर और संपत्ति विवरणी ।
1.11	कर्मचारियों की संख्या जिनके विरुद्ध अनुशासनात्मक कार्रवाई प्रस्तावित है /की गई है [धारा 4(2)]	कर्मचारियों की संख्या जिनके विरुद्ध अनुशासनात्मक कार्रवाई की गई है (i) छोटी शास्ति अथवा बड़ी शास्ति की लंबित कार्यवाही	03

		(ii) छोटी शास्ति अथवा बड़ी शास्ति की कार्यवाही का निस्तारण	02 (लघु शास्ति)
4.5	ऐसी अन्य जानकारी जो धारा 4 (i) (ख) (xvii) के तहत निर्धारित की जा सकती है	(i) शिकायत निवारण प्रणाली	इस सम्बंध में यह उल्लेख है कि प्रशासनिक सुधार एवं लोक शिकायत विभाग, लोक शिकायतों के लिए एक नोडल कार्यालय है। पत्र सूचना कार्यालय को पी जी पोर्टल के माध्यम से सूचना एवं प्रसारण मंत्रालय से शिकायत याचिकाएं प्राप्त होती हैं। इन शिकायतों को निवारण हेतु सम्बंधित अनुभाग/एकक को भेजा जाता है। सामान्यतः सम्बंधित अनुभाग/एकक सतर्कता अनुभाग को सूचित करते हुए इन शिकायतों का 21 दिन की अवधि के भीतर सीधे याचिकाकर्ता को निवारण प्रदान करता है। यदि कोई शिकायत पीआईबी से सम्बंधित नहीं है तो इसे पी जी पोर्टल के माध्यम से सूचना एवं प्रसारण मंत्रालय को वापस कर दिया जाता है। अन्त में प्रधान महानिदेशक (मी.एव.स.) के अनुमोदन से शिकायत याचिकाकर्ता को सम्बंधित अनुभाग/एकक द्वारा पी जी पोर्टल में उत्तर अपलोड करके शिकायत को हटा दिया जाता है।

F. No. I-17012/2/2023- Vig. /62  
GOVERNMENT OF INDIA  
PRESS INFORMATION BUREAU  
(VIGILANCE SECTION)  
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New Delhi, dated 16 February, 2024

Office Memorandum

**Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act- Issue of guidelines for the year 2023-2024 - reg.**

The undersigned is directed to refer to Admn.I Sections's O.M. No.I-11013/1/2024-Admn.I dated 31.01.2024 on the subject mentioned above.

2. So far as Vigilance Section is concerned, the requisite information is enclosed in the prescribed proforma.

Encl: As above.

*This issues with the approval of  
Competent authority.*

*Ajitha*  
16/2/24  
(Ajitha Ravindran)  
Section Officer (Vig.)

Section Officer (Admn.I)  
PIB (Hqrs.)

✓ Copy to: - NIC, PIB for uploading on PIB website.



S No.	Item		Remarks/Reference Points(Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	(v) Process of redress of grievances	PIB receives grievance petitions from the Ministry of I&B through CPGRAMS portal. The grievances, after initial examination by Vigilance Section, are further forwarded to the concerned Section/Unit for direct redressal within 30 days under intimation to Vigilance Section. Finally, with the approval of Competent Authority, the grievance petitions are disposed by uploading the reply in CPGRAMS portal.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	Title and nature of the record/manual/ Instructions  ii List of Rules, regulations, instructions manuals and records.	c) CCS (Conduct) Rules. d) CCS (CCA) Rules  b) CVC Vigilance Manual
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	iii.Categories of documents v.Custodian of documents/categories	c) Departmental Security instructions. d) APAR & Property returns of all Gazetted & Non- Gazetted staff
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	05 (Common proceedings against four) (Both the proceedings Sub-judice)  00
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(ii) Grievance redressal mechanism	Same as in 1.4 above.

F. No. I-17012/2/2023- Vig.  
GOVERNMENT OF INDIA  
PRESS INFORMATION BUREAU  
(VIGILANCE SECTION)


New Delhi, dated <sup>05/6</sup> June, 2023.

Office Memorandum

Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act-  
Issue of guidelines for the year 2022-2023 - reg.

The undersigned is directed to refer to Admn.I Sections's I.D. No.I-11013/1/2023-Admn.I dated 31.05.2023 on the subject mentioned above and to say that the requisite information has already been furnished. However, the copy of the same is enclosed herewith for reference.

Encl: As above.

  
(Rachna)  
Section Officer(Vig.)


Section Officer(Admn.I)  
PIB(Hqrs.)

Joyant  
6/6/2023

Copy to NIC for uploading the Vigilance Section's O.M. of even no. dated 25.05.2023



O/C

ISSUED  
6/6/23  


S. No. 2(I)

(19)

F. No. I-17012/2/2023- Vig.  
GOVERNMENT OF INDIA  
PRESS INFORMATION BUREAU  
(VIGILANCE SECTION)

New Delhi, dated 25<sup>th</sup> May, 2023.

Office Memorandum

Subject: Implementation of Suo motu disclosure under Section-4 of the RTI Act-  
Issue of guidelines for the year 2022-2023 - reg.

The undersigned is directed to refer to Admn.I Sections's O.M. No.I-  
11013/1/2023-Admn.I dated 22.05.2023 on the subject mentioned above.

2. So far as Vigilance Section is concerned, the requisite information is  
enclosed in the prescribed proforma.

Encl: As above.

  
25/5/23

(Rachna)  
Section Officer(Vig.)

Section Officer(Admn.I)  
PIB(Hqrs.)

1  
Jayant  
25/6/23

8/c

S. No.	Item		Remarks/Reference Points(Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	(v) Process of redress grievances.	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 30 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instructions	a) CCS (Conduct) Rules. b) CCS (CCA) Rules
		(ii) List of Rules, regulations, instructions manuals and records	a) Manual on Disciplinary Proceedings.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	a) Departmental Security instructions b) APAR & Property returns of all Gazetted & Non-Gazetted staff
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	03
		(i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	00
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	In this regard, it is mentioned that Department of Administrative Reforms and Public Grievances is the nodal office for public grievances. PIB receives grievance petitions from the Ministry of I&B through PG portal. The grievances are further forwarded to the concerned Section/Unit for redressal. Generally, the concerned Section/Unit redress directly to the petitioner within 30 days under intimation to Vig Section. In case, any grievance petition which does not pertain to PIB, it is returned to the Ministry of I&B through PG portal. Finally, with the approval of Pr.DG(M&C), the grievance petitions are removed by uploading the reply in PG portal given by the concerned Section/Unit to the grievance petitioner.