Master Circular

Sub: Compliance of Section 4 of RTI Act 2005 - Proactive disclosure of
Reference is invited to DOPT O.M No.1/34/2013-IR dt.30.06.16 whereby
Expert committee has published recommendations on suo-moto disclosure under
section 4 of RTI Act 2005. Based on that and as per competent authority
approval, it is hereby intimated that -

1) For the purpose of third party audit and pro active disclosure
   DDG/HQrs will be the nodal officer for OFB Headquarter kolkata.
2) For website based disclosure, Section Per/RTI will take necessary
   actions. HOS/Per/RTI to take lead with help of DD/IT.
3) Information facilitation centre (IFC) is being set up at Reception Room,
   Ground floor of Ayudh Bhavan.
4) Consultative Committee to advice OFBHQ (i.e Public Authority) on Suo
   moto disclosure will Constitute of the following Members :
   1. CPIO/OFBHQ
   2. Representative of OFB secretariat(Gp A Officer)
   3. Two members from the OFB office council which are -
      i) Leader Staff side
      ii) Secretary Staff side
   4. Jt Dir or DD/ITC
   5. One member from Per/RTI
   6. FAA/OFBHQ to monitor on systematic and regular frequency of
      interaction between the above officials.

For circulation among all concerned. DD & CPIO/OFB