

<b>1. Organisation and Function</b>			
<b>S.No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	Name and address of the Organization	<a href="http://nromoeff.gov.in/org.htm">http://nromoeff.gov.in/org.htm</a>
		Head of the organization	Dy. Director General of Forests (Central)
		Vision, Mission and Key objectives	<a href="http://nromoeff.gov.in/">http://nromoeff.gov.in/</a>
		Function and duties	<a href="http://nromoeff.gov.in/function.htm">http://nromoeff.gov.in/function.htm</a>
		Organization Chart	1. <a href="http://nromoeff.gov.in/orgglance.htm">http://nromoeff.gov.in/orgglance.htm</a> 2. <a href="http://nromoeff.gov.in/chart.htm">http://nromoeff.gov.in/chart.htm</a> 3. <a href="http://moef.gov.in/about-the-ministry/organizational-structure-2/">http://moef.gov.in/about-the-ministry/organizational-structure-2/</a>
		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	Inception & formation of the Department <a href="http://nromoeff.gov.in/org.htm">http://nromoeff.gov.in/org.htm</a> <a href="http://nromoeff.gov.in/HOD.htm">http://nromoeff.gov.in/HOD.htm</a> Status of Committees: <a href="http://nromoeff.gov.in/board.htm">http://nromoeff.gov.in/board.htm</a>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	Powers and duties of officers (administrative, financial and judicial)	<a href="http://nromoeff.gov.in/function.htm">http://nromoeff.gov.in/function.htm</a>
		Power and duties of other employees	
		Rules/ orders under which powers and duty are derived and	
		Exercised	
		Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	Process of decision making Identify key decision making points	MoEFCC through Dy. Director General of Forests (Central)/HOD
		Final decision making authority	Dy. Director General of Forests (Central)/HOD
		Related provisions, acts, rules etc.	1. Environment Protection: <a href="http://moef.gov.in/rules-and-regulations/environment-protection/">http://moef.gov.in/rules-and-regulations/environment-protection/</a> 2. ForestConservation: <a href="http://moef.gov.in/rules-and-regulations/forest-conservation/">http://moef.gov.in/rules-and-regulations/forest-conservation/</a>
		Time limit for taking a decisions, if any	NA
		Channel of supervision and accountability	MoEFCC through Dy. Director General of Forests (Central)/HOD
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	Nature of functions/ services offered	NA
		Norms/ standards for functions/ service delivery	NA
		Process by which these services can be accessed	NA
		Time-limit for achieving the	NA

		targets	
		Process of redress of grievances	<a href="http://nromoeef.gov.in/">http://nromoeef.gov.in/</a>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	Title and nature of the record/ manual /instruction.	1. Forest Conservation: <a href="http://moef.gov.in/rules-and-regulations/forest-conservation/">http://moef.gov.in/rules-and-regulations/forest-conservation/</a>
		List of Rules, regulations, instructions manuals and records.	2. Environment Protection: <a href="http://moef.gov.in/rules-and-regulations/environment-protection/">http://moef.gov.in/rules-and-regulations/environment-protection/</a>
		Acts/ Rules manuals etc.	
		Transfer policy and transfer orders	As per MoEF&CC
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	Categories of documents	NA
		Custodian of documents/ categories	NA
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Name of Boards, Council, Committee etc.	Status of Committees: <a href="http://nromoeef.gov.in/board.htm">http://nromoeef.gov.in/board.htm</a>
		Composition	
		Dates from which constituted	<a href="http://nromoeef.gov.in/gazette.pdf">http://nromoeef.gov.in/gazette.pdf</a>
		Term/ Tenure	
		Powers and functions	
		Whether their meetings are open to the public?	No
		Whether the minutes of the meetings are open to the public?	Yes
Place where the minutes if open to the public are available?	<a href="http://forestclearance.nic.in/REC_Report.aspx">http://forestclearance.nic.in/REC_Report.aspx</a>		
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	Name and designation	
		Telephone , fax and email ID	<a href="http://nromoeef.gov.in/orgglance.htm">http://nromoeef.gov.in/orgglance.htm</a>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b)(x)]	List of employees with Gross monthly remuneration	<a href="http://nromoeef.gov.in/2014_budget.pdf">http://nromoeef.gov.in/2014_budget.pdf</a>
		System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b)(xvi)]	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<a href="http://nromoeef.gov.in/public.htm">http://nromoeef.gov.in/public.htm</a>
		Address, telephone numbers and email ID of each designated official.	<a href="http://nromoeef.gov.in/public.htm">http://nromoeef.gov.in/public.htm</a>
1.11	No. Of employees against whom Disciplinary	No. of employees against whom disciplinary action has been (i) Pending for Minor	Nil

	action has been proposed/ taken (Section 4(2))	penalty or major penalty proceedings	
		Finalized for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	Educational programmes	NA
		Efforts to encourage public authority to participate in these programmes	NA
		Training of CPIO/APIO	As per MoEFCC direction
		Update & publish guidelines on RTI by the Public Authorities concerned	1. <a href="http://nromoeff.gov.in/Guide%20For%20Information%20Seekers.pdf">http://nromoeff.gov.in/Guide%20For%20Information%20Seekers.pdf</a> 2. <a href="http://nromoeff.gov.in/Guide%20For%20the%20Central%20Public%20Information%20Officers.pdf">http://nromoeff.gov.in/Guide%20For%20the%20Central%20Public%20Information%20Officers.pdf</a> 3. <a href="http://nromoeff.gov.in/Guide%20For%20the%20Public%20Authorities.pdf">http://nromoeff.gov.in/Guide%20For%20the%20Public%20Authorities.pdf</a>
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As per MoEF&CC
<b>2.</b>	<b>Budget and Programme</b>		
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Total Budget for the public authority	<a href="http://nromoeff.gov.in/budget1.htm">http://nromoeff.gov.in/budget1.htm</a>
		Budget for each agency and plan & programmes	
		Proposed expenditures	
		Revised budget for each agency, if any	
		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)	Budget	<a href="http://nromoeff.gov.in/Tour.htm">http://nromoeff.gov.in/Tour.htm</a>
		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	
		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	Civil Work is being done by the CPWD, Chandigarh & Procurements are being done through GeM Portal.

		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)]	Name of the programme of activity Objective of the programme Procedure to avail benefits Duration of the programme/ scheme Physical and financial targets of the programme Nature/ scale of subsidy /amount allotted Eligibility criteria for grant of subsidy Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions Annual accounts of all legal entities who are provided grants by public authorities	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	Concessions, permits or authorizations granted by public authority 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	NA
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	<a href="https://cag.gov.in/content/report-39-2016-ministry-environment-forest-and-climate-change-performance-audit">https://cag.gov.in/content/report-39-2016-ministry-environment-forest-and-climate-change-performance-audit</a>

3.	<b>Publicity Band Public interface</b>		
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]	<p>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</p> <p>Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day &amp; time allotted for visitors c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any</p> <p>Detailed project reports (DPRs)</p> <p>Concession agreements.</p> <p>Operation and maintenance manuals</p> <p>Other documents generated as part of the implementation of the PPP</p> <p>Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>Information relating to outputs and outcomes</p> <p>The process of the selection of the private sector party (concessionaire etc.)</p> <p>All payment made under the PPP project</p>	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>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</p> <p>Outline the Public consultation process</p> <p>Outline the arrangement for consultation before formulation of policy</p>	NA

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)	NA
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	1. Forest Conservation: <a href="http://moef.gov.in/rules-and-regulations/forest-conservation/">http://moef.gov.in/rules-and-regulations/forest-conservation/</a> 2. Environment Protection: <a href="http://moef.gov.in/rules-and-regulations/environment-protection/">http://moef.gov.in/rules-and-regulations/environment-protection/</a>
		Printed format	Available in the office.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Yes
		At a reasonable cost of the medium	--
<b>4.</b>	<b>E. Governance</b>		
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	English	Yes
		Vernacular/ Local Language	In Hindi
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	MoEFCC
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Details of information available in electronic form	<a href="http://moef.gov.in/">http://moef.gov.in/</a> <a href="https://parivesh.nic.in/">https://parivesh.nic.in/</a>
		Name/ title of the document/record/ other information	As above
		Location where available	As above
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Name & location of the facility	<a href="http://moef.gov.in/">http://moef.gov.in/</a> <a href="https://parivesh.nic.in/">https://parivesh.nic.in/</a> <a href="http://nromof.gov.in/welcome.html">http://nromof.gov.in/welcome.html</a>
		Details of information made available	As above
		Working hours of the facility	As per MoEFCC, GoI
		Contact person & contact details (Phone, fax email)	<a href="http://nromof.gov.in/orgglance.htm">http://nromof.gov.in/orgglance.htm</a>

4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	Grievance redressal mechanism	As per MoEFCC, GoI <a href="http://moef.gov.in/">http://moef.gov.in/</a>
		Details of applications received under RTI and information provided	<a href="https://rtionline.gov.in/RTIMIS/login/">https://rtionline.gov.in/RTIMIS/login/</a>
		List of completed schemes/ projects/ Programmes	NA
		List of schemes/ projects/ programme underway	
		Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		Annual Report	NA
		Frequently Asked Question (FAQs)	As per MoEFCC, GoI <a href="http://moef.gov.in/">http://moef.gov.in/</a>
		Any other information such as a) Citizen's Charter	NA
		Result Framework Document (RFD)	
		Six monthly / Quarterly reports	
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]	Details of applications received and disposed	<a href="https://rtionline.gov.in/RTIMIS/login/">https://rtionline.gov.in/RTIMIS/login/</a>
		Details of appeals received and orders issued	<a href="https://rtionline.gov.in/RTIMIS/login/">https://rtionline.gov.in/RTIMIS/login/</a>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<a href="https://rtionline.gov.in/RTIMIS/login/">https://rtionline.gov.in/RTIMIS/login/</a>
<b>5.</b>	<b>Information as may be prescribed</b>		
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]	Details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	<a href="http://nromoef.gov.in/public.htm">http://nromoef.gov.in/public.htm</a>
		Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not been done
		Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	<a href="http://nromoef.gov.in/public.htm">http://nromoef.gov.in/public.htm</a>
		Consultancy committee of key stake holders for advice on suo-	None

		<p>motu disclosure (a) Dates from which constituted (b) Name &amp; Designation of the officers</p> <p>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a)Dates from which constituted (bName&amp; Designation of the Officers</p>	<p><a href="http://nromoeef.gov.in/public.htm">http://nromoeef.gov.in/public.htm</a></p>
<b>6.</b>	<b>Information Disclosed on own Initiative</b>		
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)	Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	--