

Template for Proactive Disclosure of Information

The implementation of Section 5 of the Act can only be ensured if federal public bodies continuously juxtapose categories of information enlisted in section 5 with the information provided on their web sites. In this regard, all federal public bodies are required to use the following template to ensure proactive disclosure of information. In this template, the Pakistan Information Commission has explained as to how each category of information is to be proactively disclosed through web sites.

**Template for the Compliance Report-Proactive Disclosure of Information under Section 5 of
the Right of Access to Information Act 2017**

Public Body: Ministry Of Information & Broadcasting, Islamabad (<https://moib.gov.pk>)

Serial No.	Information to be Disclosed Proactively	Location on Website	URL (as on Sep 21, 2021)
1	a. Organogram		
	b. Functions, duties, powers		
	c. Detail of services it provides to the public		
	d. Directory of its officers and employees, indicating their duties and functions		
	e. Remuneration, perks and privileges.		
2	a. Statutes (Acts, Ordinances),		
	b. Statutory rules,		
	c. Regulations, bye-laws, orders and notifications, etc. applicable to the public body disclosing the date of their respective commencement or effect		
3	Substantive or procedural rules of the general application evolved or adopted by the public body, including any manual or policies by its employees		

4	a. Facts and background information relating to important policies and decisions which have been adopted, along with a statement of policies adopted by the public body		
	b. Criteria, standards or guidelines upon which discretionary powers are exercised by it		
5	a. The <i>conditions</i> upon which members of the public can acquire any license, permit, consent, approval, grant, allotment or other benefits of whatsoever nature from any public body or upon which transactions, agreements and contracts, including, contracts of employment which can be entered into with the public body.		
	b. <i>Particulars</i> about the recipients of any concession, permit, license or authorization granted by the public body		
6	a. Description of decision-making processes as defined in the Federal government's secretariat instructions, 2004		
	b. Instructions for the time being in force for the public to provide any input into or be consulted about decision		

7	a. Proposed and actual expenditures		
	b. Original or revised revenue targets		
	c. Actual revenue, receipts		
	d. Revision in the approved budget		
	e. Supplementary budget		
8	a. The methods whereby information in the possession or control of the public body may be obtained		
	b. Prescribed fee required		
	c. Name, title and contact details of the designated officials		
9	a. Performance reports		
	b. Audit reports		
	c. Evaluation reports		
	d. Inquiry or investigative reports		
	e. Other reports that have been finalized		
10	Such other matters which the principal officer of the public body deems fit to be published in the public interest		
11	Camera footages at public places, wherever available, which have a bearing on a crime		
	Grand Total		