

The State of Online Proactive Disclosure of Information in Provincial Departments of Punjab

September 2018

Open government data
Privacy and Data Protection
Assets disclosure
Public services
Privacy and Data Protection
Public services
Privacy and Data Protection
Public services
Records management
Citizen engagement
Right to information
Assets disclosure
Privacy and Data Protection
Citizen engagement
Whistleblower protection
Open government data
Open Budgets
Whistleblower protection
Records management
Assets disclosure
Public services
Public services
Privacy and Data Protection
Public services
Public services
Privacy and Data Protection
Assets disclosure
Whistleblower protection
Open government data
Open Budgets
Whistleblower protection
Records management
Privacy and Data Protection
Citizen engagement

September 2018

Centre for Peace and Development Initiatives (CPDI) would welcome reproduction and dissemination of the contents of the report with due acknowledgments.

Centre for Peace and Development Initiatives

Tel: +92 (51) 831 2794-5

Fax: +92 (51) 844 3633

Email: info@cpdi-pakistan.org

URL: www.cpdi-pakistan.org

Disclaimer

Every effort has been made to ensure the accuracy of the contents of this publication. The organisation does not accept any responsibility of any omission as it is not deliberate. Nevertheless, we will appreciate provision of accurate information to improve our work.

ISBN: 978-969-9484-62-9

The State of Online Proactive Disclosure of Information in Provincial Departments of Punjab

September 2018

Contents

Executive Summary:	ii
Introduction:	iii
Acknowledgments:	iv
Methodology:	v
Sample Website 1: Government of Punjab	1
Sample Website 2: Office of the Chief Minister	2
Sample Website 3: Finance Department	3
Sample Website 4: Punjab Revenue Authority.....	4
Sample Website 5: Excise, Taxation and Narcotics Control Department.....	5
Sample Website 6: Planning and Development Department	6
Sample Website 7: Higher Education Department and School Education Department	7
Sample Website 8: Schools Education Department.....	8
Sample Website 9: Zakat and Ushr	9
Sample Website 10: Punjab Bait-ul-Maal.....	10
Sample Website 11: Women Development Department	11
Sample Website 12: Punjab Energy Department	12
Sample Website 13: Specialized Healthcare and Medical Education Department	13
Sample Website 14: Human Rights and Minorities Affairs Department.....	14
Sample Website 15: Agriculture Department	15
Sample Website 16: Cooperative Department	16
Sample Website 17: Environment Protection Department.....	17
Sample Website 18: Punjab Food Department	18
Sample Website 19: Forest, Wildlife and Fisheries	19
Sample Website 20: Housing, Urban and Public Health Engineering Department	20
Sample Website 21: Industries, Commerce and Investment Department	21
Sample Website 22: Information and Culture Department	22
Sample Website 23: Irrigation Department	23
Sample Website 24: Labour and Human Resource Department	24
Sample Website 25: Literacy & Non Formal Basic Education Department	25
Sample Website 26: Livestock and Dairy Development	26
Sample Website 27: Local Government and Community Development	27
Sample Website 28: Management and Professional Development Department.....	28
Sample Website 29: Mines and Minerals	29
Sample Website 30: Population Welfare Department	30
Sample Website 31: Public Prosecution Department	31
Sample Website 32: Social Welfare Department	32
Sample Website 33: Special Education Department	33
Sample Website 34: Provincial Assembly of Punjab	34
Sample Website 35: Lahore High Court	35
Sample Website 36: Punjab Information Commission.....	36
Sample Website 37: Punjab Public Service Commission.....	37

Executive Summary:

This report evaluates the websites of provincial departments of the Punjab against the proactive disclosure clause of the Punjab Transparency and Right to Information Act, 2013. This report is the first in series of reports to be compiled and launched for the provincial government departments and federal ministries.

The report found that majority of websites maintained by public bodies is properly designed and easily accessible by internet users. However, it discovered a significant gap between the requirements of the Section 4 of the act and what has been actually disclosed on the websites of the provincial departments. It was also discovered during the study that some important departments like the Department of Communication and Works, Home department, Youth Affairs, Sports, Archeology & Tourism department and Transport department do not even have dedicated websites. Absence of these websites deprives citizens to have easy access to the activities of government departments. Links and sections of few websites did not open which shows the low maintenance of websites of Provincial departments of Punjab.

This report shows a positive trend where some departments have started to disclose proactively their budget estimates and expenditures; although in some cases the figures were not updated. This is a leap forward for fiscal transparency. However, such practices need to be adopted permanently by all departments so that a culture of transparency is created in public departments.

In order to show compliance to RTI law, some departments have created a separate section of RTI on their websites, but there is hardly any department which has shown complete compliance to section 4 of the said law. One common omission is the disclosure of remuneration, perks and privilege of the public officials which is a mandatory requirement under Section 4(g). Only the Lahore High Court, technically a special institution under the Punjab Government, has disclosed this information and that we know was done on the advice of the Punjab Information Commission. It is evident from a thin number of websites having an 'RTI Section' that the departments lack proper awareness about the legal obligations as mentioned in Punjab T&RTI Act 2013.

Introduction:

The world is witnessing a digital era where information sharing is quick and through one window of televisions, laptops and mobile screens. The growing number of internet users and people's online presence has subsequently raised the demand for improving access to government documents through better use of the web; which in turn will lead to openness and transparency through online platforms. This juncture has brought right to information laws at a vertex. Right to information laws bound the government bodies to proactively disclose information regarding the people's interests. With the higher presence of people online, government departments has taken their web presence seriously and tend to be accessible or proactively disclose information through department's website.

Like all good RTI laws, Punjab T&RTI Act 2013 also has a strong proactive disclosure clause. By proactive disclosure, we mean that certain information should be released to public by the government without citizens sending formal request to information. At CPDI, we believe that right to information regime is basically based on this proactive disclosure of information by government. As right to information culture slowly taking roots in Pakistan, one major observation comes from public officials is that information requests take too much of their time and they have little time left to focus on other business. The proactive disclosure is the answer to this objection. The more a department is proactive, the lesser information requests will it receive and subsequently has to spent lesser time respond to information requests.

The study aims to capture the status of proactive disclosure in the Punjab through a set of questions as given in section 4 of the Punjab T&RTI Act, 2013. It also helps to identify the government departments which are openly sharing information with public as required by the RTI law. This report has a potential to help different governmental departments to enhance their websites by sharing relevant information and making their online presence more meaningful and in compliance with the relevant law.

All websites mentioned in this study were last accessed on July 8, 2018

Acknowledgments:

This study has been conducted by Centre for Peace and Development Initiatives (CPDI) on the behalf of Coalition on Right to Information (CRTI). Established in December, 2012, CRTI is a group of civil society organizations with a primary goal to promote open information and communications policies at federal, provincial and district level in Pakistan.

CPDI is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered UNDER SECTION 42 of the Companies Ordinance, 1984 (XLVII of 1984). CPDI is a first initiative of its kind in Pakistan. It seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development.

CPDI's Project Coordinator Ms. Moonus Kayinat Zahra evaluated the websites and compiled the report. Mr. Amer Ejaz, Executive Director, CPDI gave a final review. Mr. Naveed Ashraf, graphic designer, CPDI is credited with the designing of report.

Methodology:

This report measures the status of openness and proactive disclosure of information on the websites of provincial departments of the Punjab. The state of proactive disclosure is measured as against the different criteria (sub-section) of as mentioned in Section 4 of The Punjab Transparency and Right to Information Act 2013.

Each question is scored on varying range of points to further help the report better reflect the degree of sharing and openness over the time. Each question is scored from a numerical range of 0 to 10, where 0 equates “doesn’t meet the provision”, and 10 equates “completely follows the provision”. The numerical scale is further divided in subsets of three:

- *The first range 0 -3 represents “no or very low compliance;*
- *The second range 4- 7 shows “medium level of compliance”;*
- *The last 8 – 10 range shows a very good or maximum level of compliance*

Score sheet criteria

Following is the checklist used to score the websites of different departments of the Punjab. Criteria (a) through (l) used in the score sheet are based on the section 4 of the Punjab Transparency and RTI Act 2013;

- (a) Particulars of the public body, its functions and duties;
- (b) Powers and functions of its officers and employees;
- (c) Norms and criteria set by the public body for the discharge of its functions;
- (d) Acts, ordinances, rules, regulations, notifications, circulars and other legal Instruments being enforced, issued or used by the public body in the discharge of its functions;
- (e) A statement of categories of information being held by the public body;
- (f) A description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;
- (g) A directory of its officers and employees with their respective remuneration perk and privileges;
- (h) Budget of the public body including details of all proposed and actual expenditures;
- (i) Amount of subsidy and details of beneficiaries if the public body provides any subsidy;
- (j) Particulars of the recipients of concessions, permits or authorizations granted by the public body;
- (K) Facilities available with the public body for obtaining information held by it;
- (l) Name, designation and other particulars of the public information officer of the public body; and
- (m) Any other information that the Government may notify in the official Gazette.

Sample:

The sample consists of total thirty seven (37) websites. It includes websites being run by provincial departments of Punjab and some special websites of independent or autonomous institutions of Punjab. The results of this study are shown in a ‘Proactive Disclosure Score Sheet’ separately for each department.

Scoring is based upon the section 4 of the Punjab Transparency and RTI Act, 2013. All twelve (12) criteria have total weightage of 120 points. For any criteria not applicable for a certain department, it was marked as N/A and total marks are adjusted accordingly.

Scope of the Study:

This study only gauges the websites of provincial departments against the proactive disclosure section of the Punjab Transparency and Right to Information Act (Section 4). This study does not take the stock of information released by the department through other means like annual reports, publishing in newspaper, advertisement in media and notice boards etc. There is every possibility that this study assign minimum points for disclosure of certain information on website but that information might have already been released to public through other means.

Sample Website 1: Government of Punjab

Website link: www.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Decision making process is not disclosed on the website. Users can give feedback online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	4	Names of employees are given but contact details (phone no. etc) are not available on the website. Perks and privileges etc. are also not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	N.A	
Total marks applicable = 90	37/90 41.1%	

Sample Website 2: Office of the Chief Minister

Website link: www.cm.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	0	
(e) a statement of categories of information being held by the public body;	10	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Website does not show/disclose any process of making decisions but people can give online input/feedback
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Only two contact numbers are provided on the website
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total points applicable =120	26/120 (22%)	

Sample Website 3: Finance Department

Website link: www.finance.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	10	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Contact details are given on the website but perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total applicable points: 120	47/120 (39.1%)	

Sample Website 4: Punjab Revenue Authority

Website link: www.pra.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	7	Some detail is provided in the 'about' section of website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	4	Website contains plenty of data but not in an easily accessible form. A proper statement is missing
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	5	Limited details about decision making processes are given and online input is available for public
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	0	
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	7	There is no proper statement but the general information required by user is available on the website e.g. e. filling and e. registration etc.
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable points= 120	43 /120 (35.8%)	

Sample Website 5: Excise, Taxation and Narcotics Control Department

Website link: www.excise-punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	5	Powers are not disclosed on the website
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	6	Decision making processes are not disclosed but evaluation criteria regarding tenders is briefly shared on website. User can give feedback online.
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	A directory is available of field formation
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total Applicable points=120	54/120 (45%)	

Sample Website 6: Planning and Development Department

Website link: www.pndpunjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	4	Decision making process is not disclosed but people can give feedback / input online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable points=120	41/120 (34.1%)	

Sample Website 7: Higher Education Department and School Education Department

Website link: www.hed.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	3	Data is not easily available. User has to thoroughly search the data on website
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	0	Link is broken
(h) budget of the public body including details of all proposed and actual expenditures;	7	Budget details are updated till 2016
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 110	30/110 (27.2%)	

Sample Website 8: Schools Education Department

Website link: www.schools.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	10	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	10	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	8	Recruitment process is provided. People can give input or file complaint online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Data is not easily accessible
(h) budget of the public body including details of all proposed and actual expenditures;	3	Latest updates and expenditure of 2016-2017 is not disclosed
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable points: 100	54/100 (54%)	

Sample Website 9: Zakat and Ushr

Website link: www.zakat.gop.pk/

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	7	Powers and functions of employees are briefly mentioned
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	10	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	7	Latest budget expenditure details are missing
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total Applicable Points:100	61/100 (61%)	

Sample Website 10: Punjab Bait-ul-Maal

Website link: www.baitulmaal.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	6	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries of the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	26/110 (23.6%)	

Sample Website 11: Women Development Department

Website link: www.wdd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	3	Small details under the heading of 'policies' can be found on the website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	0	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can give feedback through website/online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points -100	19/100 (19%)	

Sample Website 12: Punjab Energy Department

Website link: www.energy.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	-	Website is not accessible
(b) powers and functions of its officers and employees;	-	--
(c) norms and criteria set by the public body for the discharge of its functions;	-	--
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	-	--
(e) a statement of categories of information being held by the public body;	-	--
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	-	--
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	-	--
(h) budget of the public body including details of all proposed and actual expenditures;	-	--
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	-	--
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	-	--
(k) facilities available with the public body for obtaining information held by it;	-	--
(l) name, designation and other particulars of the public information officer of the public body; and	-	--
Total Applicable Points= -	-	--

Sample Website 13: Specialized Healthcare and Medical Education Department

Website link: www.health.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	An evaluation criterion is mentioned in few tender notices. Users can give feedback online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	Budget is outdated and not disclosed in detail
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	2	Minutes of meetings are given but not the final authorization/grant
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	32/110 (29%)	

Sample Website 14: Human Rights and Minorities Affairs Department

Website link: www.hrma.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can give feedback online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Only few contact numbers are provided
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	7	Only number is given not other particulars
Total Applicable Points=100	33/100 (33%)	

Sample Website 15: Agriculture Department

Website link: www.agripunjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	3	General information is briefly shared
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can give feedback online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=120	43/120 (35.8%)	

Sample Website 16: Cooperative Department

Website link: www.cooperatives.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	6	Names, perks and privileges are not mentioned
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=120	26/120 (21.6 %)	

Sample Website 17: Environment Protection Department

Website link: www.epd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Online feedback is available
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Detailed directory is provided. Perks and privileges are not mentioned
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 110	30/110 (27.2%)	

Sample Website 18: Punjab Food Department

Website link: www.food.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	3	Limited details and powers of employees are not disclosed
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	feedback is provided on the website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not mentioned
(h) budget of the public body including details of all proposed and actual expenditures;	6	Budget expenditure details are not shared and available information is outdated
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=120	36/120 (30%)	

Sample Website 19: Forest, Wildlife and Fisheries

Website link: www.fwf.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	4	Users can give feedback and lodge complaint online
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Less details are provided and perks/privileges are not disclosed on the website
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	27/110 (24.5%)	

Sample Website 20: Housing, Urban and Public Health Engineering Department

Website link: www.hudphed.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can not give any feedback through website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Only two contact numbers are provided
(h) budget of the public body including details of all proposed and actual expenditures;	4	Details are not shared and expenditure of the department is not disclosed
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 120	30/120 (25%)	

Sample Website 21: Industries, Commerce and Investment Department

Website link: www.icid.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can give feedback online through website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	1	Only one contact number is given
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=120	24/120 (20%)	

Sample Website 22: Information and Culture Department

Website link: www.icd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Decision making process is not disclosed. Online feedback opportunity is provided to the users
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	5	Few contact numbers and limited details are shared. Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	The website link for budget shows 'page not found'
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	5	Only name and designation of PIO is given without specific details
Total Applicable Points=110	33/110 (30%)	

Sample Website 23: Irrigation Department

Website link: www.irrigation.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	7	Powers and functions of some selective employees are disclosed. It should be disclosed for all officers
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	8	A lot of useful information is available but a proper statement is missing which may cause confusion for the users
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Contact directory is detailed but lacks perks and privileges lived by the officers
(h) budget of the public body including details of all proposed and actual expenditures;	5	Budget details and break down according to utilization of budget is not disclosed
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 110	47/110 (42.7%)	

Sample Website 24: Labour and Human Resource Department

Website link: www.labour.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	8	Functions of the department are briefly available on the website
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Opportunity to provide online feedback is available on website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Only few contact numbers are given
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total Applicable Points=110	34/110 (30.9%)	

Sample Website 25: Literacy & Non Formal Basic Education Department

Website link: www.literacy.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	8	Functions of the department are not elaborated
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	4	Irregular and scattered information is available on the website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and Privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total applicable points= 110	29/110 (26.3%)	

Sample Website 26: Livestock and Dairy Development

Website link: www.livestockpunjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Users can give feedback online. Complaints can also be tracked online.
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Detailed directory is provided on website but perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	10	
(k) facilities available with the public body for obtaining information held by it;	4	The department has not properly shared the facilities of obtaining information that a common man can avail but ways of helpline, mobile app and sms alerts are present on website
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total Applicable Points=120	54/120 (45%)	

Sample Website 27: Local Government and Community Development

Website link: www.lgcd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Option for online feedback and complaint is provided
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	7	Expenditure details and non development budget is not disclosed
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	5	Facility of getting information through helpline is shared on the website and helpline. Departments shall disclose other facilities as well
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total Applicable Points= 110	52/110 (47.2%)	

Sample Website 28: Management and Professional Development Department

Website link: www.mpdd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	7	Scattered information is available on website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	8	Decision making process and evaluation criterion is discussed to some extent. Option for Online feedback is provided
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	4	Few contact numbers are given only
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=100	39/100 (39%)	

Sample Website 29: Mines and Minerals

Website link: www.mnm.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	8	Decision making process is briefly shared on website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	7	Information is outdated. Budget details are provided till 2016
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	10	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 110	52/110 (47.2 %)	

Sample Website 30: Population Welfare Department

Website link: www.pwd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	5	Scattered information is given on website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	3	Opportunity for online feedback is provided
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	N.A	
(k) facilities available with the public body for obtaining information held by it;	5	Users can obtain information through toll free helpline. Other facilities shall also be disclosed
(l) name, designation and other particulars of the public information officer of the public body; and	0	Website displays that position of PIO is vacant
Total Applicable Points=100	40/100 (40%)	

Sample Website 31: Public Prosecution Department

Website link: www.prosecution.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	0	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	4	Process is not shared. The user has to do online 'form submission' for contacting the department
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	2	Only two contact numbers are given
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	16/110 (14.5%)	

Sample Website 32: Social Welfare Department

Website link: www.swd.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	8	Information shared can be covered under the heading of departmental guidelines given on website
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	7	Scattered information is available and opportunity for online feedback is provided on website
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points= 120	42/120 (35%)	

Sample Website 33: Special Education Department

Website link: www.sed.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	10	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	A very detailed directory is available but the perks and privileges lived up by the officers are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	0	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total applicable points= 120	37/120 (31%)	

Sample Website 34: Provincial Assembly of Punjab

Website link: www.pap.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	10	
(c) norms and criteria set by the public body for the discharge of its functions;	10	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	10	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	10	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	8	Perks and privileges are not disclosed
(h) budget of the public body including details of all proposed and actual expenditures;	10	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	10	
Total applicable points= 110	88 /110 (80%)	

Sample Website 35: Lahore High Court

Website link: www.lhc.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	10	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	0	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	8	Directory is given and salary schedule of its employees is also provided but not in detail
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	3	Helpline number is shared on the website. Other facilities for public to obtain information shall also be disclosed on website.
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	41/110 (37.2%)	

Sample Website 36: Punjab Information Commission

Website link: www.rti.punjab.gov.pk

Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	7	Provided information is limited in its scope
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	10	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	10	
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	3	Only one phone number is given
(h) budget of the public body including details of all proposed and actual expenditures;	2	Outdated information is shared and expenditure is not disclosed
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	42/110 (38.1%)	

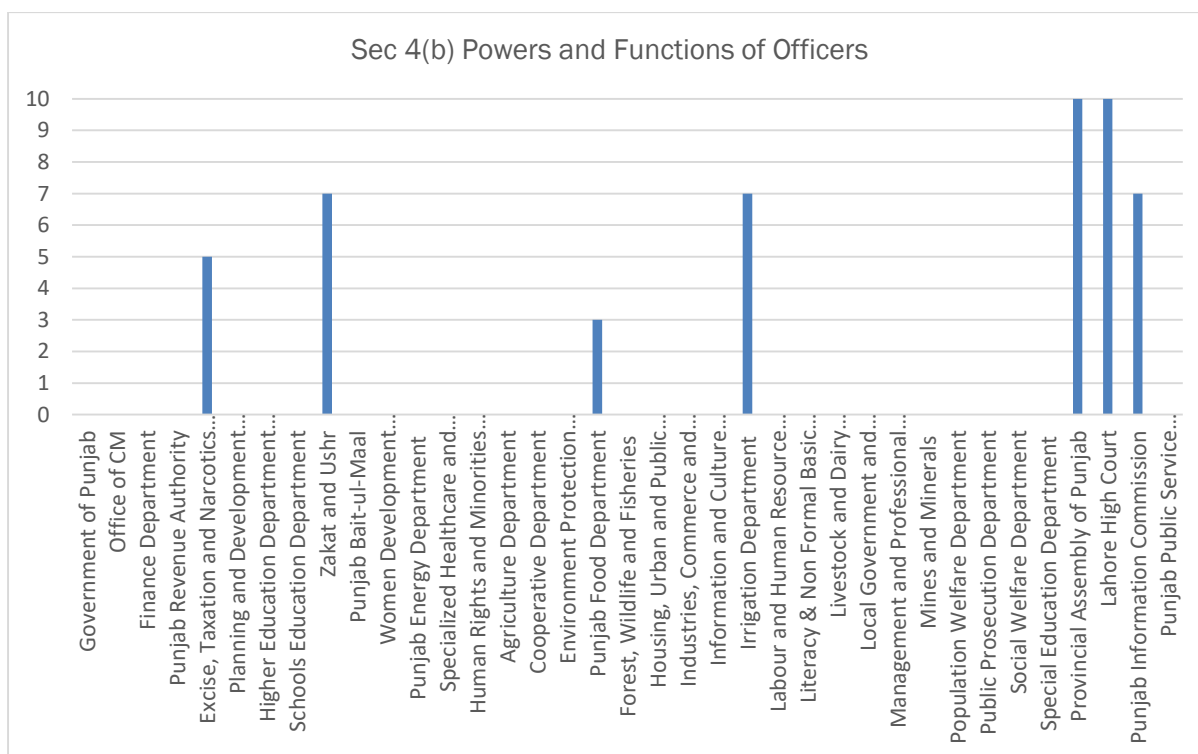
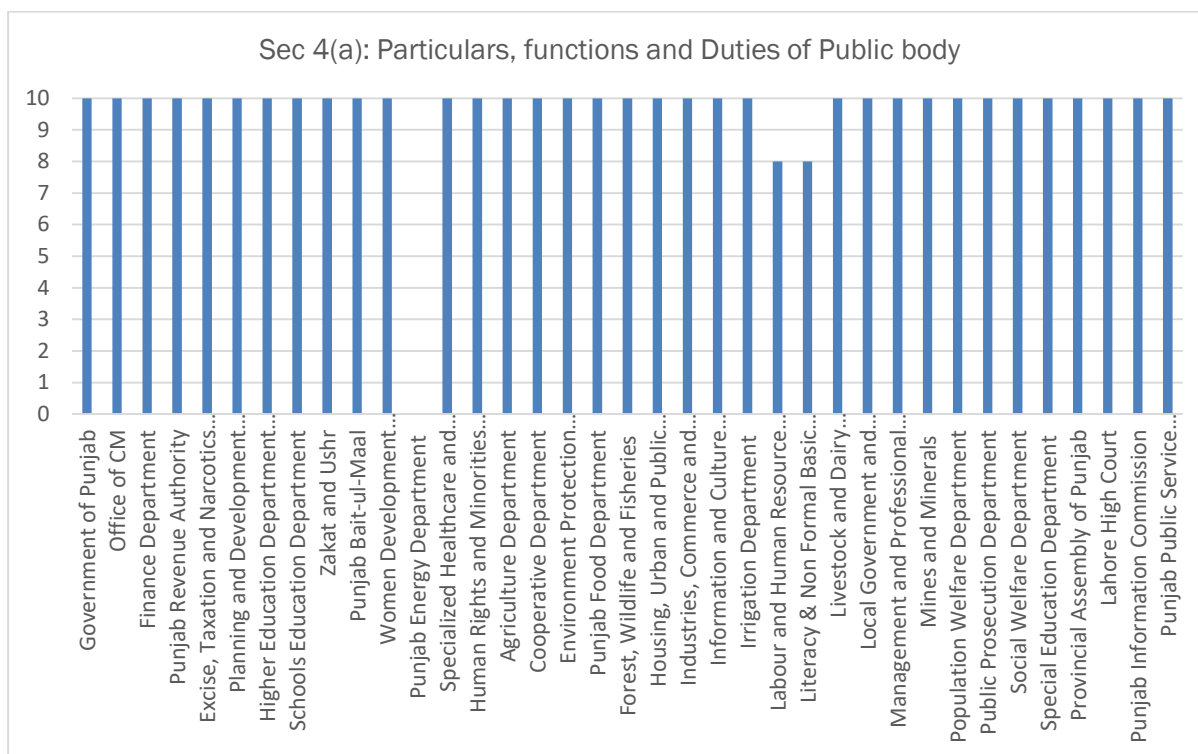
Sample Website 37: Punjab Public Service Commission

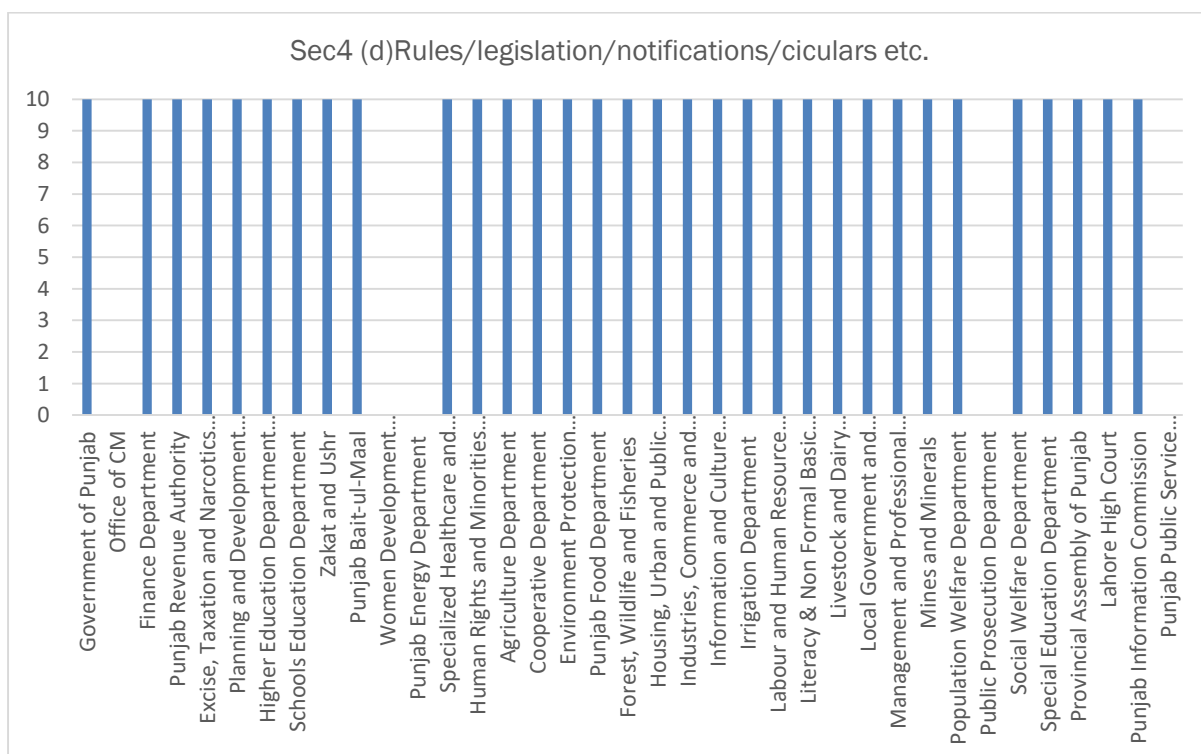
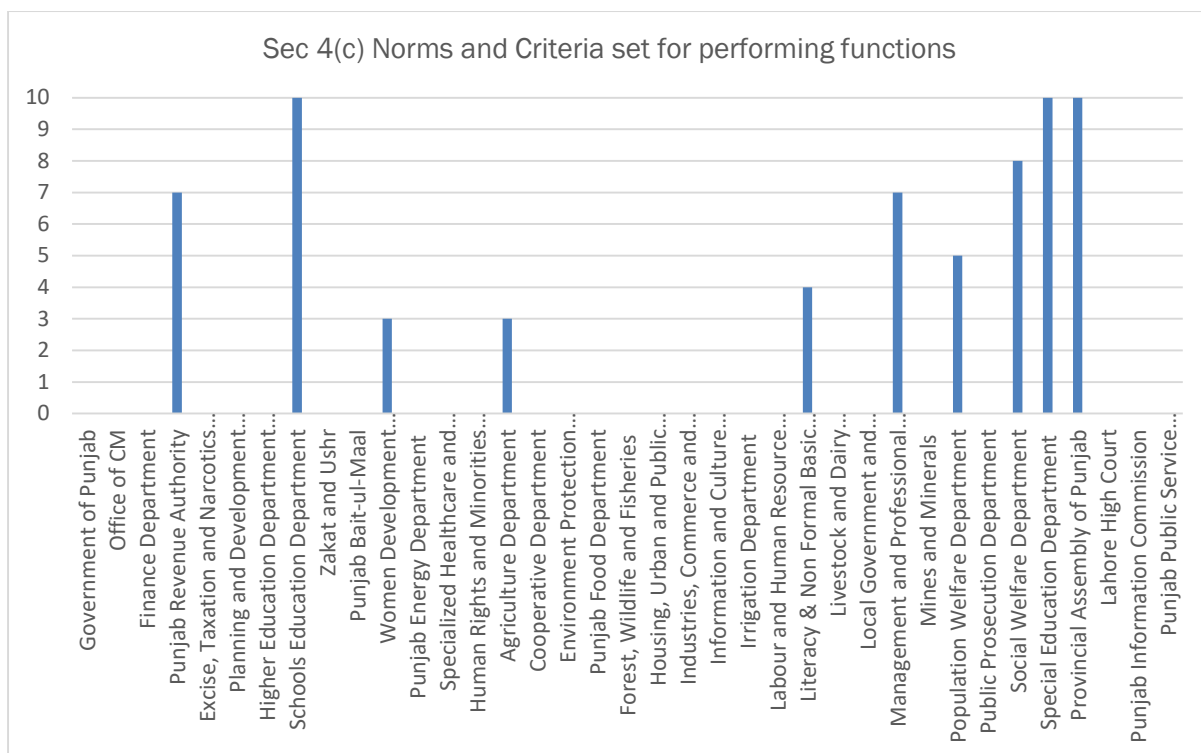
Website link: www.ppsc.gov.pk

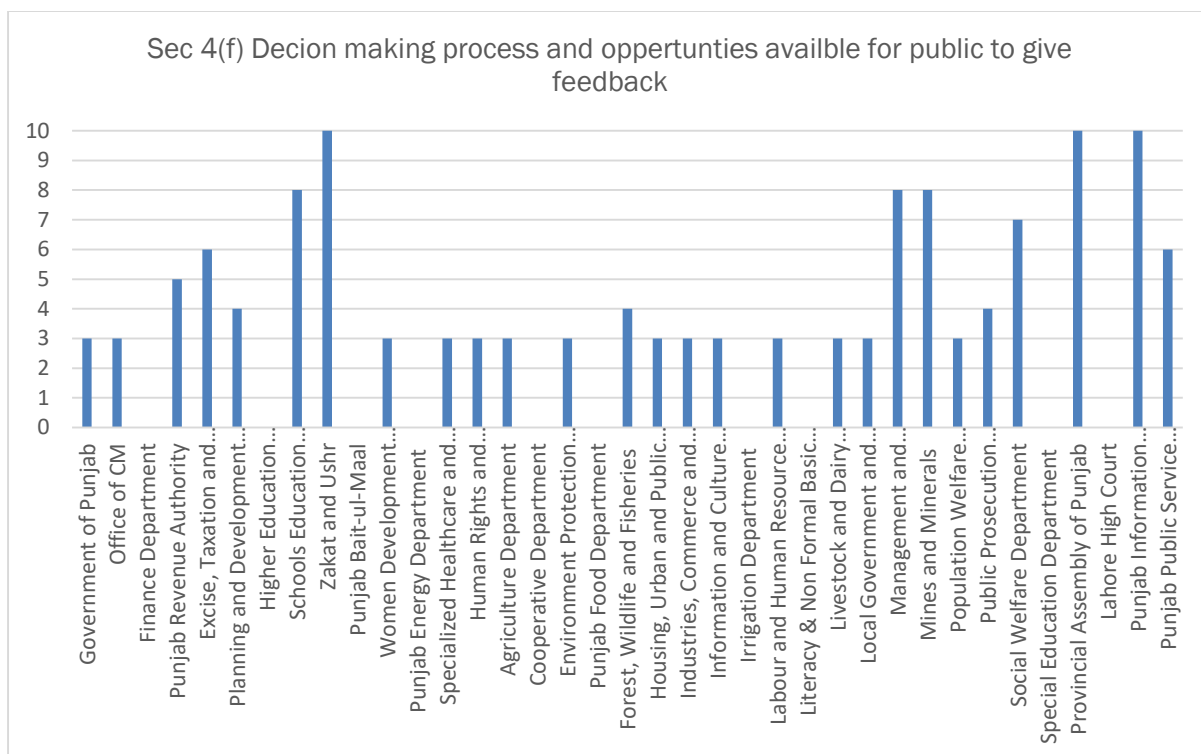
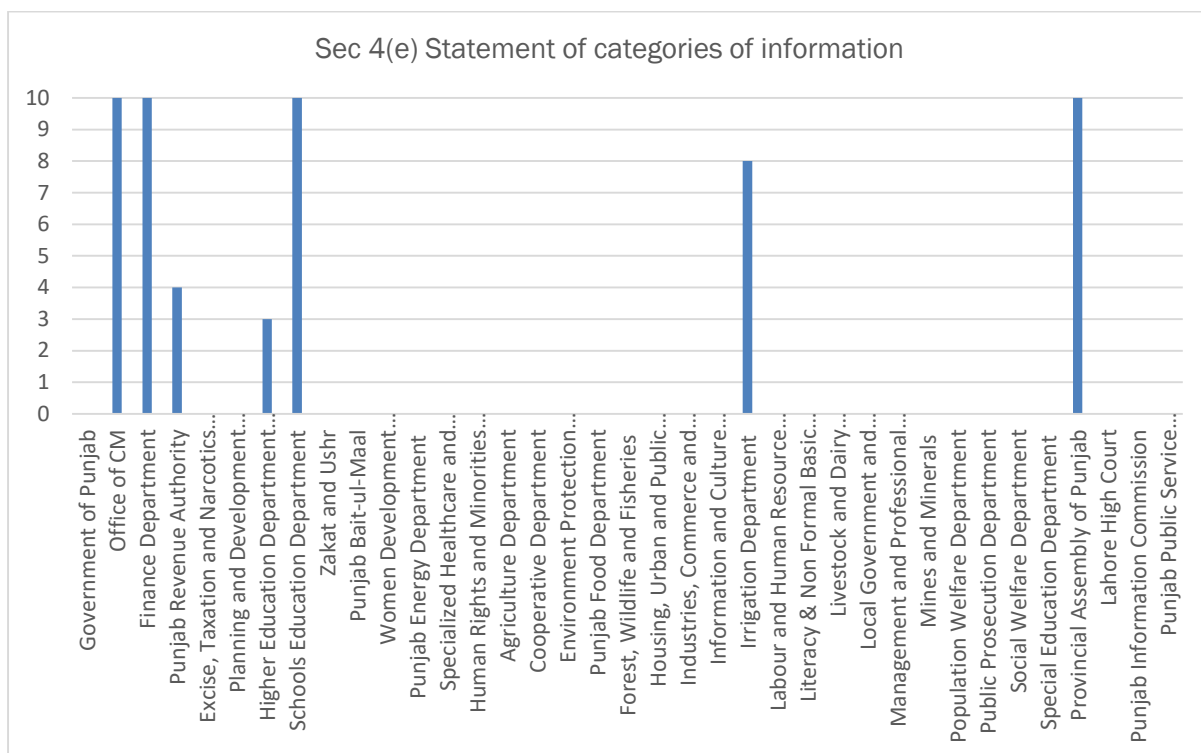
Proactive Disclosure Score sheet		
Criteria as Per Section 4 of Punjab T& RTI Act 2013	Points Obt.	Comments
(a) particulars of the public body, its functions and duties;	10	
(b) powers and functions of its officers and employees;	0	
(c) norms and criteria set by the public body for the discharge of its functions;	0	
(d) acts, ordinances, rules, regulations, notifications, circulars and other legal instruments being enforced, issued or used by the public body in the discharge of its functions;	0	
(e) a statement of categories of information being held by the public body;	0	
(f) a description of its decision-making processes and any opportunities for the public to provide input into or be consulted about decisions;	6	In guidelines and FAQs random information about process is discussed briefly. User can give feedback, lodge complaint online and track the complaint status as well. User can also apply online for certain positions
(g) a directory of its officers and employees with their respective remuneration, perks and privileges;	7	Perks and privileges are not disclosed on the website
(h) budget of the public body including details of all proposed and actual expenditures;	0	
(i) amount of subsidy and details of beneficiaries if the public body provides any subsidy;	N.A	
(j) particulars of the recipients of concessions, permits or authorizations granted by the public body	0	
(k) facilities available with the public body for obtaining information held by it;	0	
(l) name, designation and other particulars of the public information officer of the public body; and	0	
Total Applicable Points=110	23/110 (21%)	

Proactive Disclosure of Information-Clause by Clause Comparison

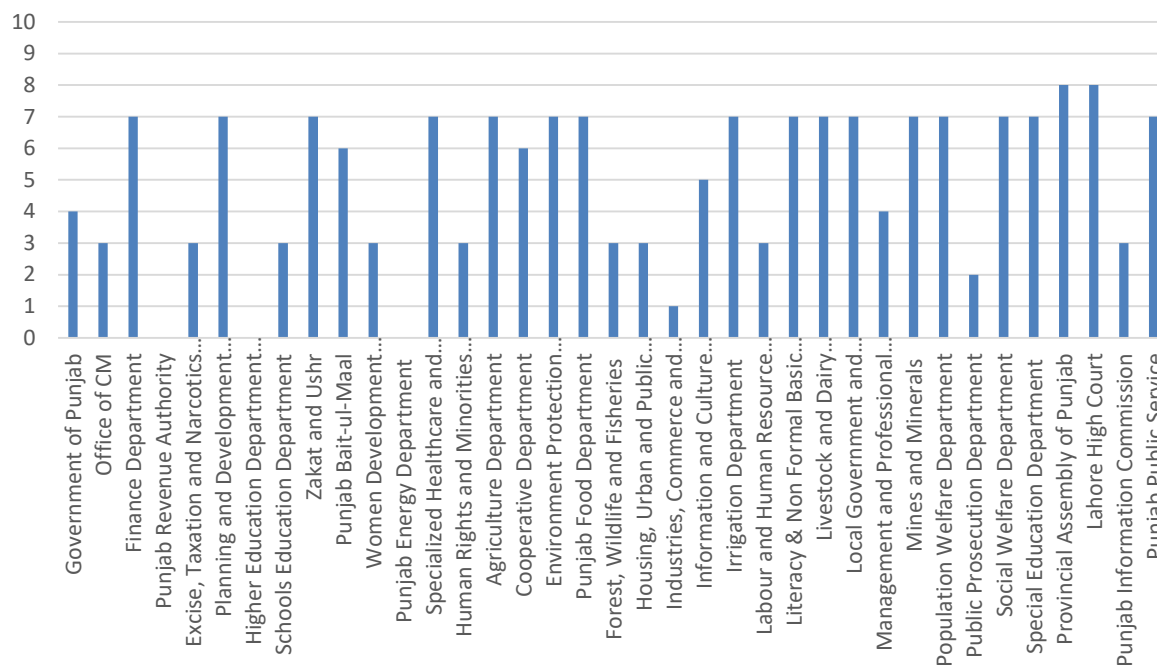
The subject of proactive disclosure is dealt in Sec 4 of PT&RTI Act 2013. The section has 12 subsections; a through l, The graphs on following pages tells the story of proactive disclosure of Punjab's departments vis-à-vis different subsections of section 4



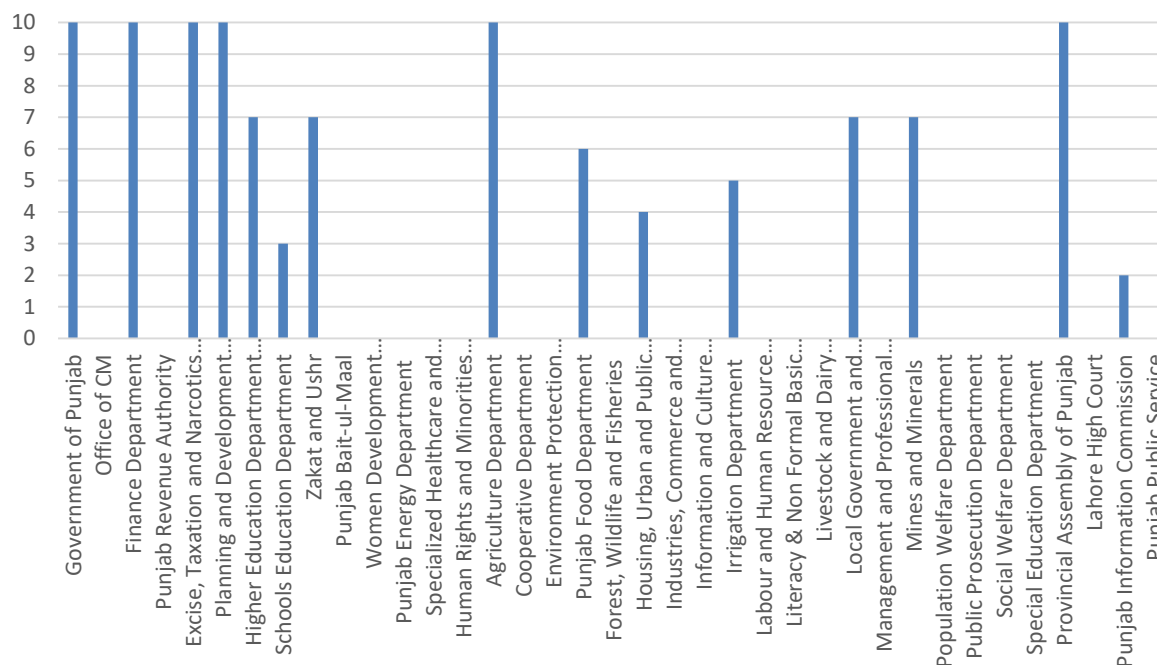




Sec 4(g) A directory of officers with remuneration, perks and privileges;



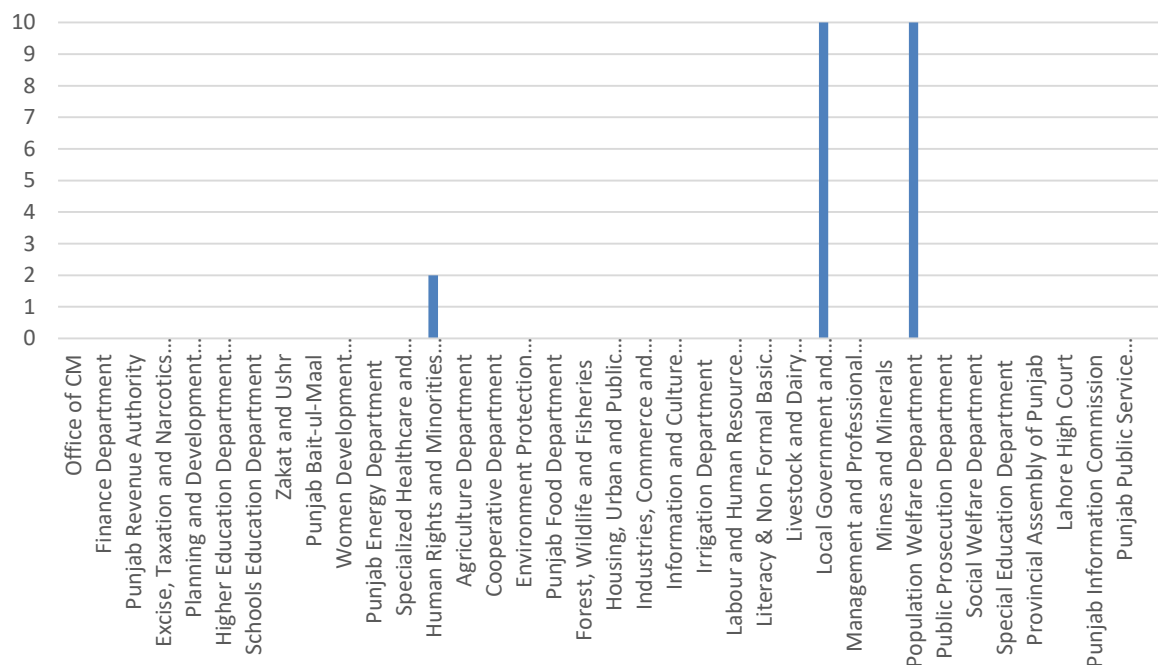
Sec 4(h) Budget of the public body proposed and actual expenditures;

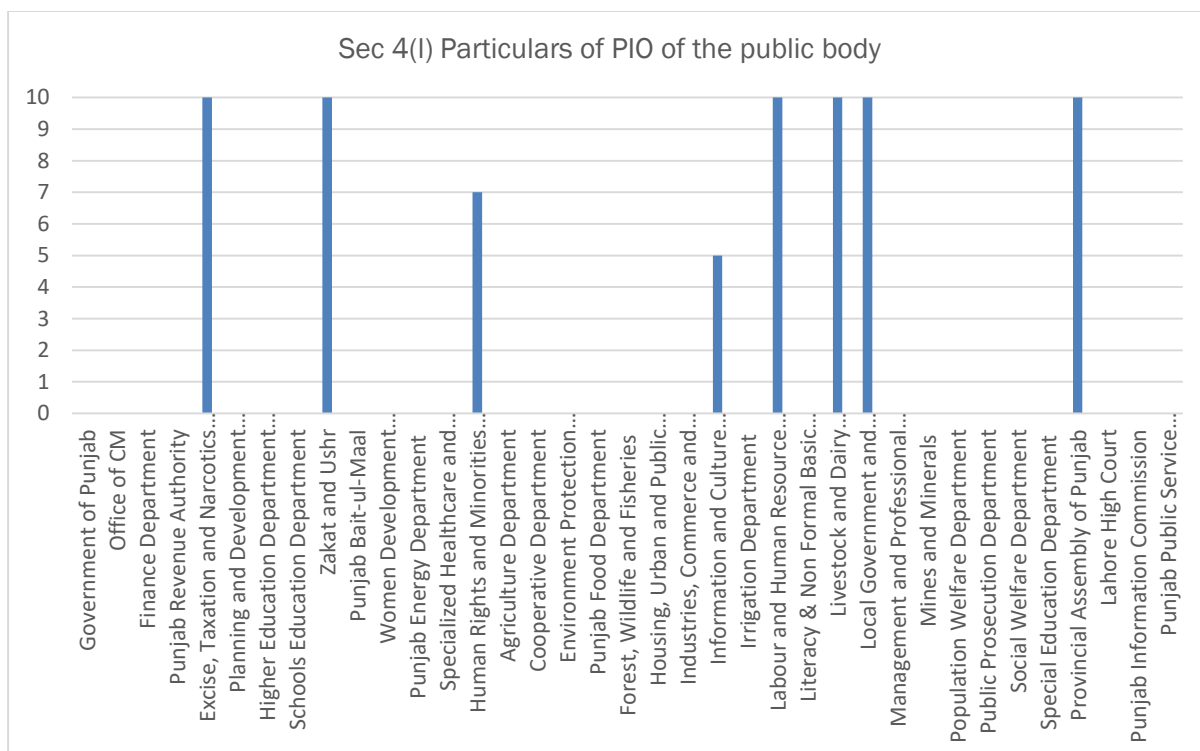
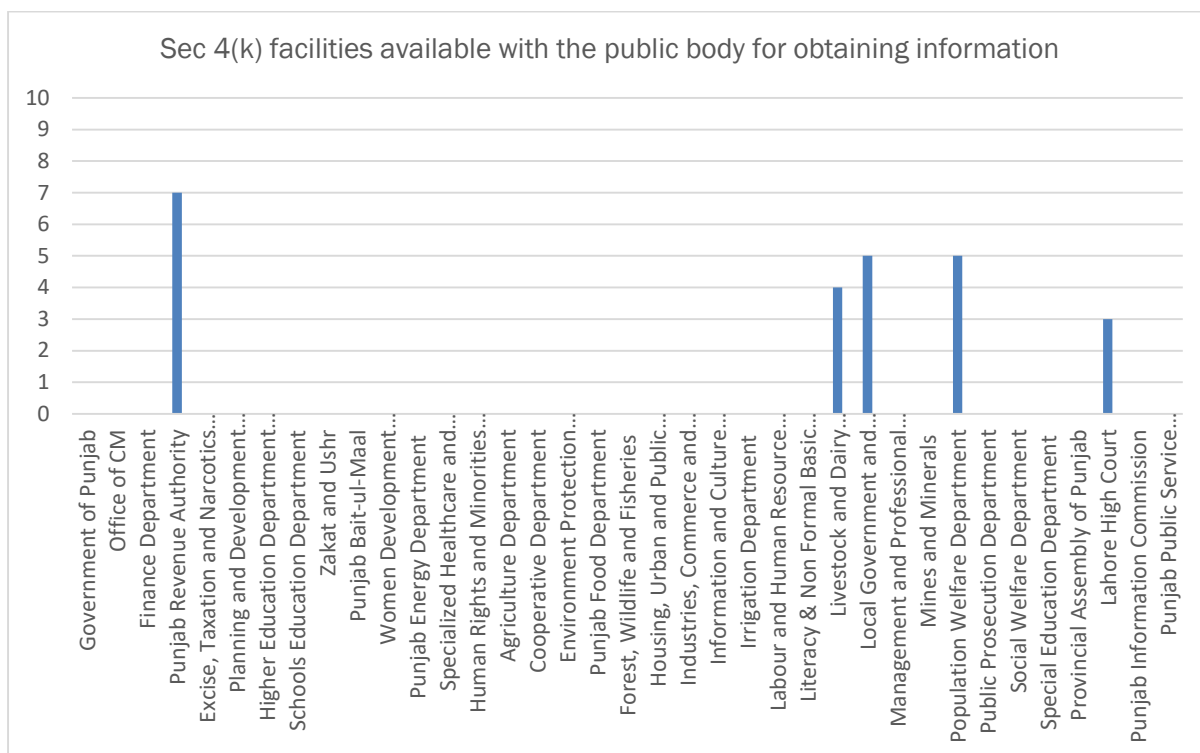


Sec 4(i) Amount of subsidy and details of beneficiaries, if any

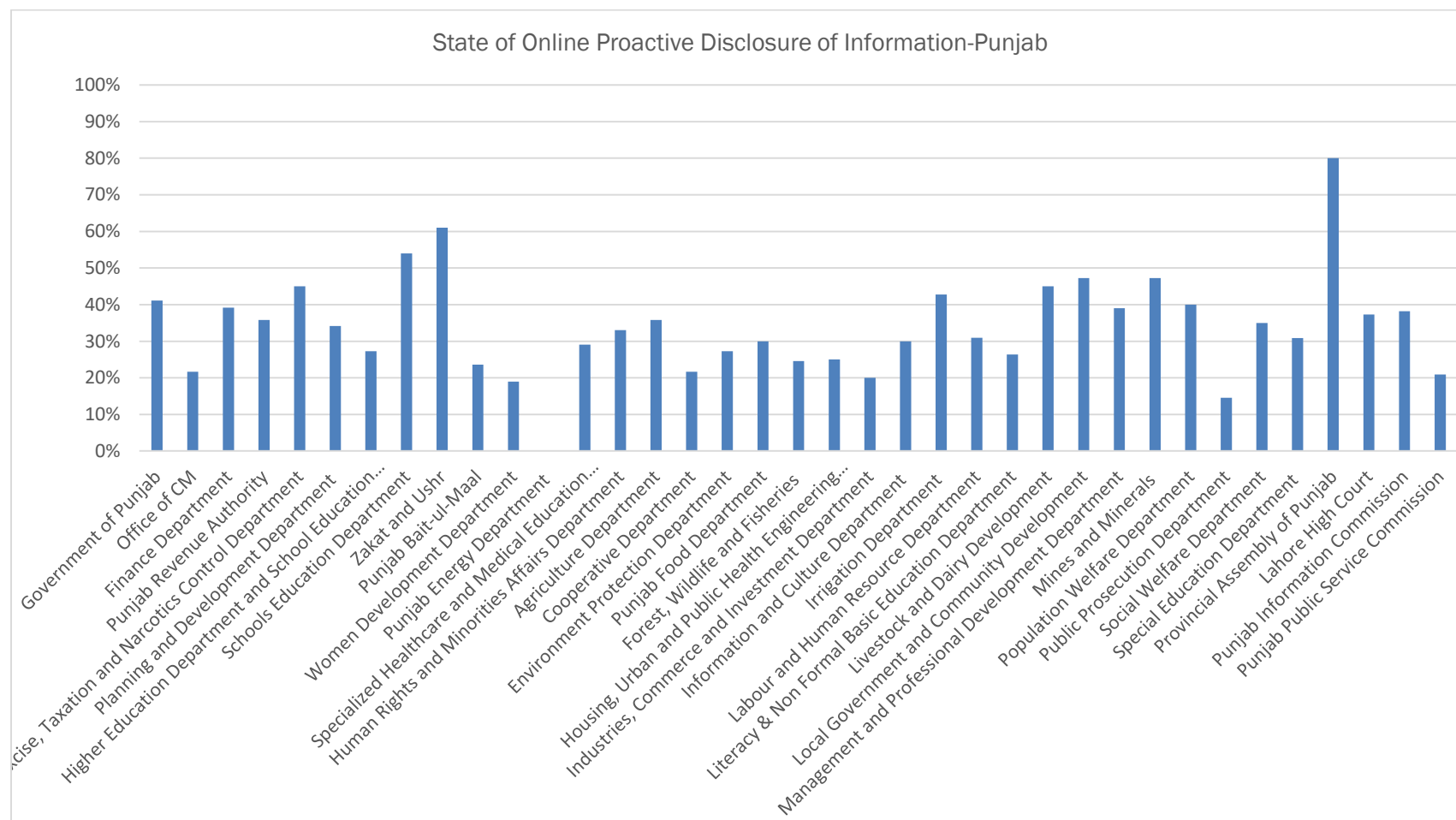


Sec 4(j) Particulars of the recipients of concessions, permits, and grants





Proactive Disclosure of Information-Department Wise Comparison



Centre for Peace and Development Initiatives, (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered Under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issue of peace and development in a an integrated manner. CPDI is a first initiative of its kind in Pakistan. It seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promotion of peace and tolerance, rule of law, transparency and access to information, budget watch, legislative watch and development.



Centre for Peace and
Development Initiatives

☎ +92 51 831 27 94, 831 27 95

☎ +92 51 844 36 33

✉ info@cpdi-pakistan.org

f /cpdi.pakistan

📱 /cpdi_pakistan

📷 /cpdi_pak

A Company setup under Section 42 of the Companies Ordinance, 1984

www.cpdi-pakistan.org



The Coalition on Right to Information (CRTI) was established on December 17, 2012 in Islamabad by a group of civil society organizations.