CIRCULAR

Sub : Right to Information Act, 2005 – Principal District Judge's Court, Nellore, SPSR Nellore District – Compliance with statutory obligations under section 4(1)(b) – Updating and publishing the 17 Manuals of Proactive Disclosure – Inspection by Andhra Pradesh Information Commission – Strict instructions to submit information within 03 days – The Subject matter is in urgency in nature – Regarding.

Ref : Instructions issued in RC.No.2416/APIC/2026, dated 13.07.2026, by the State Information Commissioner, Andhra Pradesh Information Commission, Mangalagiri.

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It is brought to the notice of all the Judicial Officers in the SPSR Nellore District Unit, that the State Information Commissioner, Andhra Pradesh Information Commission, Mangalagiri during an inspection, has noted certain deficiencies and non–compliance regarding the proactive disclosure under section 4(1)(b) of Right to Information Act, 2005 and Annexure – I maintained by the Public Information Officer. Consequently, instructions have been issued to this authority to comply it within a stipulated time.

Since, the subject matter is highly urgent and time bound, all the Judicial Officers in the SPSR Nellore District Unit, are hereby strictly directed to compile and submit the updated, verified data concerning 17 Manuals of proactive disclosure as maintained under section 4(1)(b) of Right to Information Act, 2005, for their respective Courts. The required information i.e., proactive disclosure of 17 manuals under section 4(1)(b) of Right to Information Act, 2005 in mentioned hereunder:

Section 4(1)(b) of the Right to Information (RTI) Act, 2005 mandates the **proactive disclosure (suo motu disclosure)** of information by every public authority. The main objective is to provide maximum information to the citizens voluntarily so that they do not need to file formal RTI applications to get basic data. [1, 2, 3, 4, 5]

According to this section, every Government Department, Ministry, and Public Institution must publish **17 specific categories of information.**

The 17 Manuals of Proactive Disclosure.

Every public authority is legally obligated to publish the following details: [1,2,3]

1Organization Details: Particulars of the organization, its functions, and duties.

2. Powers and Duties: The operational powers and official duties of its officers and employees.

3.Decision-Making Process: The procedures followed during decision-making, including channels of supervision.

4. Norms of Functioning: The performance norms set for discharging various official functions.

5. Rules and Manuals: The rules, regulations, instructions, and manuals used by employees.

6. Categories of Documents: A clear statement of the categories of documents held by the authority.

7. Public Consultation: Arrangements for public consultation regarding policy formulation or implementation.

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8. **Boards and Committees**: Information on boards, councils, and committees, and whether their meetings/minutes are open to the public.

9. **Staff Directory**: A digital directory of all its officers and employees.

10. **Remuneration Details**: The monthly salary received by each officer and employee.

11. **Budget Allocation**: The budget allocated to each agency, including spending plans and disbursement reports.

12. **Subsidy Programs**: The execution manner of subsidy programs, including budget details and beneficiary lists.

13. **Concessions and Permits**: Particulars of recipients who received concessions, permits, or authorizations.

14. **Eectronic Information**: Details of the data available to or held by the office in electronic form.

15. **Public Facilities**: Particulars of facilities available to citizens for obtaining information (like library hours).

16. **PIO Directory**: The names, designations, and contact details of the Public Information Officers (PIOs).

17. **Other Prescribed Info**: Any other information that may be prescribed by the authorities.

[1, 2, 3, 4, 5, 6]

The above required information much reach the office of the Principal District Judge Court, Nellore, SPSR Nellore District, within 03 days from the date of receipt of this communication (Electronic form/soft copy) and hard copy(printed copy) without fail, enabling this office to file a comprehensive compliance report before the State Information Commission. Any delay or deviation in this regard will be viewed seriously, and the respective officers will be held personally responsible for any consequential adverse remarks or action by the Commission.

The System Officer, Principal District Judge's Court, Nellore, SPSR Nellore District, is hereby directed to immediately upload this circular to the official e_Courts website of the District Judiciary for wide dissemination and compliance.

14/7/26

Principal District Judge,
Nellore, SPSR Nellore District.

Office of the Principal District Judge,
Nellore, SPSR Nellore District, dated 14.07.2026

To

1. All Judicial Officers in SPSR Nellore District Unit
2. All the Superintendents 1, 2 and 4 of Principal District Judge's Court, Nellore, SPSR Nellore District, for information and with instructions to submit the required information shall reach this office without fail for a time bound stipulation of 3 days on receipt of this Circular.
3. The System Officer, Principal District Judge's Court, Nellore, SPSR Nellore District
4. Office Stock file.

o/c. KRCS Sr.Asst 14/7/26

Dis No. 3911 /2026, dated 14.07.2026.

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