

फ़ाइल सं. Z-20049/01/2024-RTI/ESTT-GA
 राष्ट्रीय राजधानी क्षेत्र और निकटवर्ती क्षेत्रों में वायु गुणवत्ता प्रबंधन आयोग
 Commission for Air Quality Management in NCR and Adjoining Areas
 सत्रहवाँ तल, जवाहर व्यापार भवन, (एस. टी. सी. बिल्डिंग) टॉलस्टॉय मार्ग , नई दिल्ली - 110001
 17th Floor, Jawahar Vyapar Bhawan, (STC Building), Tolstoy Marg, New Delhi-110001

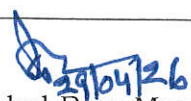
Website: caqm.nic.in email: caqm-ncr@gov.in

Proactive disclosure under section 4(1) (b) of RTI Act, 2005.

S.No.	Description	Availability
1.	The particulars of organisation, functions and duties;	Refer CAQM Act,2021 uploaded on Commission's website (https://caqm.nic.in)
2.	The powers and duties of its officers and employees	https://caqm.nic.in/WriteReadData/LINKS/00013210aee1-99c1-4010-83f0-c3748852196d.pdf https://caqm.nic.in/WriteReadData/LINKS/2000000000000000_merged10143edd-a3d6-4bce-b52b-76ace3f84945.pdf
3.	The procedure followed in the decision making process, including channels of supervision and accountability;	ASO --> US --> DS --> MS -->Chairperson
4.	The norms set by it for the discharge of its functions;	As per Rules & Regulations of the Commission and direction issued by GoI, from time to time.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	CAQM Act, 2021, Rules & Regulations uploaded on website (https://caqm.nic.in)
6.	A statement of the categories of documents that are held by it or under its control	Files like Personal record of employees, GRAP, meetings, directions, court cases, complaints etc. as per retention schedule.
7.	The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to formulation of its policy or implementation thereof;	Draft Rules and Regulations are uploaded on website for Public and Stakeholders opinion / comments before finalization.
8.	A statement of the boards, councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other	As per CAQM Act, 2021. https://caqm.nic.in/WriteReadData/LINKS/The%20Commission%20for%20Air%20Quality%20Management%20in%20NCR%20&%20Adjoining%20Areas%20Act,%20202176b7d650-cba2-4414-b357-520732cc119f.pdf

	bodies are open to minutes of such meetings are accessible for public;	
9.	A directory of its officers and employees;	Uploaded on website (https://caqm.nic.in)
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Uploaded on website (https://caqm.nic.in) under the head 'Act & Rules'
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Available at website https://caqm.nic.in under RTI head .
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable
13.	Particulars of recipients of concessions, permits authorisations granted by it;	Not applicable

14.	Details in respect of the information, available to or held by it, reduced in an electronic form;	As is available at website https://caqm.nic.in
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Not applicable except information already uploaded on Commission's website.
16.	The names, designations and other particulars of the Public Information Officers;	Available CAQM website https://caqm.nic.in under RTI heading.
17.	Such other information as may be prescribed, and thereafter update these publications every year;	Available at CAQM website https://caqm.nic.in under
(a)	Publish all relevant facts while formulating important policies or announcing the decisions which affect public.	Public notices and other information is displaced on website under the heading ' Advisories / Directions '.
(b)	provide reasons for its administrative or decisions to affected persons.	Relevant orders / directions concerning Air Quality and implementation of GRAP, are displaced on website of the Commission, from time to time.


 (Birbal Ram Meena)
 Under Secretary/Nodal Officer(RTI)