

Section 4 (1) (b) (xvii)

Section 4 (1) (c)

- List out routine decisions/ important policies which you foresee will affect public. Formalise the details about publications in such cases. Publish such information under this heading.

Section 4 (1) (d)

- Prepare a list of issues in which administrative & quasi-judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons.