

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4 (1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and function. Sub-sections(b), (c) and (d) of Section 4 of the RTI Act and other related information can be ground under six categories; namely, 1- organasitation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E, governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4 (1)(b)(i)]	(i) Name and address of the organization	Fully met
		(ii) Head of the organization	Fully met
		(iii) Vision, Mission and Key objectives	Fully met
		(iv) Function and duties	Fully met
		(v) Organization Chart	Fully met
		(vi) Any other details-the genesis, inception, formation of the Department and the HoDs from time to time have been dealt	NA
1.2	Power and duties of its officers and employees [Section 4 (1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and Judicial)	Fully met
		(ii) Power and duties of other employees	Fully met
		(iii) Rules/ orders which powers and duty are derived and	Fully met
		(iv) Exercised	NA

		(v) Work allocation	<b>Partially met</b>
1.3	Procedure followed in decision making process [Section 4 (1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Partially met</b>
		(ii) Final decision making authority	NA
		(iii) Related provisions, acts, rules etc.	NA
		(iv) Time limit for taking a decisions, if any	<b>Fully met</b>
		(v) Channel of supervision and accountability	NA
1.4	Norms for discharge of functions [Section 4 (1)(b)(iv)]	(i) Nature of functions / service offered	NA
		(ii) Norms/ standards for functions/ service delivery	NA
		(iii) Process by which these services can be accessed	NA
		(iv) Time-limit for achieving the targets	<b>Fully met</b>
		(v) Process of redress of grievances	Partially met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4 (1)(b)(v)]	(i) Title and nature of the record/ manual/ instruction.	<b>Fully met</b>
		(ii) List of Rules, regulations, instructions manual and records.	<b>Fully met</b>
		(iii) Acts / Rules manuals etc.	<b>Fully met</b>
		(iv) Transfer policy and transfer orders	<b>Fully met</b>
1.6	Categories of documents held by the authority under its control [Section 4 (1)(b)(vi)]	(i) Categories of documents	NA
		(ii) Custodian of documents / categories	<b>Fully met</b>
1.7	Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4 (1)(b)(viii)]	(i) Name of Boards, Council , Committee etc.	<b>Fully met</b>
		(ii) Composition	<b>Fully met</b>
		(iii) Dates from which constituted	<b>Fully met</b>
		(iv) Term / Tenure	<b>Fully met</b>
		(v) Powers and functions	<b>Fully met</b>
		(vi) Whether their meeting are open to the public?	<b>Fully met</b>
		(vii) Whether the minutes of the meetings are open to the	<b>Fully met</b>

		Public?	
		(viii) Place where the minutes if open to the public are available?	<b>Fully met</b>
1.8	Directory of officers and employees [Section 4 (1)(b)(ix)]	(i) Name and designation	<b>Fully met</b>
		(ii) Telephone, fax and email ID	<b>Fully met</b>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4 (1)(b)(x)]	(i) List of employees with Gross monthly remuneration	<b>Fully met</b>
		(ii) System of compensations as provided in its regulations	<b>Fully met</b>
1.10	Name, designation and other particulars	(i) Name and designation of the public information officer (PIO), Assistant public information (s) & Appellate Authority	<b>Fully met</b>
		(ii) Address, telephones numbers and email ID of each designation Official.	<b>Fully met</b>
1.11	No. of employees against whom Disciplinary action has been proposed / taken (Section 4 (2) )	No. of employees against whom disciplinary has been	NA
		(i) Pending for Minor penalty or major penalty proceedings	NA
		(ii) Finalised for Minor penalty or major penalty proceedings	NA
1.12	Programmes to advance understanding of RTI  ( Section 26 )	(i) Educational programmes	<b>Fully met</b>
		(ii) Efforts to encourage public authority to participate in these programmes	<b>Fully met</b>
		(iii) Training of CPIO/ APIO	NA
		(iv) Update & publish guideline on RTI by Public Authorities concerned	<b>Fully met TIME TO TIME CHANGE</b>
1.13	Transfer policy and transfer orders [ F No.1/6/2011-IR		<b>Fully met</b>

	Dt. 15.4.2013 ]		
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## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4 (1)(b)(xi)]	(i) Total Budget for the public authority	Fully met
		(ii) Budget for each agency and plan & programmes	Fully met
		(iii) Proposed expenditures	Fully met
		(iv) Revised budget for each agency, if any	Fully met
		(v) Report on disbursements made and place where the related Reports are available	Fully met
2.2	Foreign and domestic tours [F.No. 1/8/2012-IR Dt. 11.9.2012 ]	(i) Budget	NA
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well the heads of the Department. a) Place visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NA
		(iii) Information related to procurements a) Notice/ tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ Services being procured, c) The works contracts concluded- in any such combination of the above-and d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Partially met

2.3	Manner of execution of subsidy programme [Section 4 (1)(b)(xii)]	(i) Name of the programme of activity	NA
		(ii) Objective of the programme	NA
		(iii) Procedure to avail benefits	NA
		(iv) Duration of the programme/ scheme	NA
		(v) Physical and financial targets of the programme	NA
		(vi) Nature/ scale of subsidy/ amount allotted	NA
		(vii) Eligibility criteria for grant of subsidy	NA
		(viii) Details of beneficiaries of subsidy programme (number, profile Etc)	NA
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011 Dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to by Public authorities.	NA
		(ii) Annual accounts of all legal entities who are provided grants by Public authorities.	NA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4 (1)(b)(xiii)]	(i) Concessions, permits or authorization granted by public authority	NA
		(ii) For each concessions , permit authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and / or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions/ permits of authorizations	NA
2.6	CAG & PAC paras F. No. 1/6/2011 IR Dt. 15.4.2013	CAG and PAC Paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NA

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not
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			<b>applicable will be treated as fully met/partially met)</b>
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4 (1)(b)(vii)] [F No. 1/6/2011-IR Dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are Normally accessed by citizens	<b>Fully met</b>
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation / policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publication frequently sought by RTI applicants	<b>Fully met</b>
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of The PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of Revenues that may be collected under authorization from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (Concessionaire etc.)	NA
(ix) All payment made under the PPP project	NA		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4 (1)(c) ]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	NA
		(ii) Outline the public consultation process	NA

		(iii) Outline the arrangement for consultation before formulation of policy	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]	Use of the most effective means of communication (i) Internet (website)	<b>Fully met</b>
3.4	Form of accessibility of information manual / handbook [section 4(1)(b)]	Information manual / handbook available in (1) Electronic format	Partially met
		(2) Printed format	Partially met
3.5	Whether information manual /handbook available free of cost nor not [ section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

#### 4. E Governance

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
4.1	Language in which information manual /handbook available [F No. 1/6/2011 – IR dt. 15.4.2013	(1) English	Partially met
		(2) Vernacular /local language	
4.2	When was the information manual / handbook last updated ? [f No. 1/6/2011-1-R dt. 15.4/2013]	Last date of annual updation	Partially met

4.3	Information available in electronic form [ section 4(1)(b) (xiv)]	(i) Details of information available in electronic form	Partially met
		(ii) Name / title of the document /record/ other information	Partially met
		(iii) Location where available	Partially met
4.4	Particulars of facilities available to citizen for obtaining information [ section 4(1)(b) (xiv) ]	(i) Name & location of the faculty	NA
		(ii) Details of information made available	NA
		(iii) Working hours of the facility	NA
		(iv) Contact person & contact details ( phone, fax email )	NA

4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressed mechanism	Partially met
		(ii) Details of applications received under RTI and information provided	Partially met
		(iii) List of completed schemes/projects/ Programmes	Partially met
		(iv) List of scheme/projects/ programme underway	Partially met
		(v) Details of all contracts entered into including name Of the contractor, amount of contract and period Of completion of contract	Partially met
		(vi) Annual Report	<b>Fully met</b>
		(vii) Frequently Asked Question(FAQs)	Partially met
		(viii) Any other information such as a)Citizen's Charter	NA
		b) Result Framework Document(RFD)	NA
c)Six monthly reports on the	NA		



		d) Performance against the benchmarks set in the citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No.-1/6/2011-IR dt.-15.04.2013]	(i) Details of applications received and disposed	<b>Fully met</b>
		(ii) Details of appeals received and orders issued	<b>Fully met</b>
4.7	Replies to questions asked in the parliament (Section4(1)(d)(2))	Details of questions asked and replies given	<b>Fully met</b>

## 5. Information as may be prescribed

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No.1/2/2016-IR Dt.-17.8.2016, F.No.-1/6/2011-IR Dt.-15.4.2013]	(i) Name & details of a) Current CPIOs & FAAs b) Earlier CPIO & FAAs from 1.1.2015	NA
		(ii) Details of third party audit of voluntary disclosure a) Dates of audit carried out b) Report of the audit carried out	NA
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD a) Date of appointment b) Name & Designation of the officers	NA
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted b) Name & Designation of the officers	<b>Fully met</b>
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under	<b>Fully met</b>

		RTI a) Dates from which constituted b) Name & Designation of the officers	
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## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/Reference Points (fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
6.1	Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information		<b>Fully met</b>
6.2	Guidelines for Indian Government Website(GIGW) is followed (released in February,2009 and included in the central Secretariat Manual of office Procedures(CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of personnel, Public Grievance and Pensions, Govt.Of India	(i) Whether STQC certification obtained and its Validity. (II) Does the Website show the certificate on the Website?	<b>Fully met</b>