

A FRAMEWORK FOR TRANSPARENCY AUDIT AICIL 2022

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 functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation 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) |
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| 1.1 | Particulars of its organisation, 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 as well as the committees/ Commissions constituted from time to time have been dealt | Fully Met |

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| 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 under which powers and duty are derived and | Fully Met |
| | | (iv) Exercised | Fully Met |
| | | (v) Work allocation | Fully Met |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)] | (i) Process of decision making Identify key decision making points | Fully Met |
| | | (ii) Final decision making authority | Fully Met |
| | | (iii) Related provisions, acts, rules etc. | Fully Met |
| | | (iv) Time limit for taking a decisions, if any | Fully Met |
| | | (v) Channel of supervision and accountability | Fully Met |
| 1.4 | Norms for discharge of functions [Section 4(1)(b)(iv)] | (i) Nature of functions/ services offered | Fully Met |
| | | (ii) Norms/ standards for functions/ service delivery | Fully Met |
| | | (iii) Process by which these services can be accessed | Fully Met |
| | | (iv) Time-limit for achieving the targets | Fully Met |
| | | (v) Process of redress of grievances | Fully 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. | Fully Met |
| | | (ii) List of Rules, regulations, instructions manuals and records. | Fully Met |
| | | (iii) Acts/ Rules manuals etc. | Fully Met |
| | | (iv) Transfer policy and transfer orders | Fully Met |

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| 1.6 | Categories of documents held by the authority under its control [Section 4(1)(b) (vi)] | (i) Categories of documents | Fully Met |
| | | (ii) Custodian of documents/categories | Fully Met |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc. | Fully Met |
| | | (ii) Composition | Fully Met |
| | | (iii) Dates from which constituted | Fully Met |
| | | (iv) Term/ Tenure | Fully Met |
| | | (v) Powers and functions | Fully Met |
| | | (vi) Whether their meetings are open to the public? | Not Applicable |
| | | (vii) Whether the minutes of the meetings are open to the public? | Not Applicable |
| | | (viii) Place where the minutes if open to the public are available? | Not Applicable |
| 1.8 | Directory of officers and employees [Section 4(1) (b) (ix)] | (i) Name and designation | Fully Met |
| | | (ii) Telephone , fax and email ID | Fully Met |
| 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 | Fully Met |
| | | (ii) System of compensation as provided in its regulations | Fully Met |

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| 1.10 | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)] | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | Fully Met |
| | | (ii) Address, telephone numbers and email ID of each designated official. | Fully Met |
| 1.11 | No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2)) | No. of employees against whom disciplinary action has been | |
| | | (i) Pending for Minor penalty or major penalty proceedings | Fully Met |
| | | (ii) Finalised for Minor penalty or major penalty proceedings | Fully Met |
| 1.12 | Programmes to advance understanding of RTI (Section 26) | (i) Educational programmes | Fully Met |
| | | (ii) Efforts to encourage public authority to participate in these programmes | Not Applicable |
| | | (iii) Training of CPIO/APIO | Fully Met |
| | | (iv) Update & publish guidelines on RTI by the Public Authorities concerned | Fully Met |
| 1.13 | Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013] | | Fully Met |

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) |
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| 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 | Not Applicable |
| | | (ii) Budget for each agency and plan & programmes | Not Applicable |
| | | (iii) Proposed expenditures | Not Applicable |
| | | (iv) Revised budget for each agency, if any | Not Applicable |
| | | (v) Report on disbursements made and place where the related reports are available | Not Applicable |
| 2.2 | Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012) | (i) Budget | Not Applicable |
| | | (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit | Not Applicable Not Applicable Not Applicable Not Applicable |
| | | (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. | Fully Met Not Applicable Not Applicable Not Applicable |

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| 2.3 | Manner of execution of subsidy programme [Section 4(i)(b)(xii)] | (i) Name of the programme of activity | Not Applicable |
| | | (ii) Objective of the programme | Not Applicable |
| | | (iii) Procedure to avail benefits | Not Applicable |
| | | (iv) Duration of the programme/ scheme | Not Applicable |
| | | (v) Physical and financial targets of the programme | Not Applicable |
| | | (vi) Nature/ scale of subsidy /amount allotted | Not Applicable |
| | | (vii) Eligibility criteria for grant of subsidy | Not Applicable |
| | | (viii) Details of beneficiaries of subsidy programme (number, profile etc) | Not Applicable |
| 2.4 | Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] | (i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions | Not Applicable |
| | | (ii) Annual accounts of all legal entities who are provided grants by public authorities | Not Applicable |
| 2.5 | Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)] | (i) Concessions, permits or authorizations granted by public authority | Not Applicable |
| | | (ii) For each concessions, permit or 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 authorisations d) Date of award of concessions /permits of authorizations | Not Applicable Not Applicable Not Applicable Not Applicable |
| 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. | Not Met |

3. Publicity Band Public interface

| 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) |
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| 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 | Not Applicable |
| | | (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 publications frequently sought by RTI applicants | Not Applicable Not Applicable Not Applicable |
| | | Public- private partnerships (PPP) | |
| | | (i) Details of Special Purpose Vehicle (SPV), if any | Not Applicable |
| | | (ii) Detailed project reports (DPRs) | Not Applicable |
| | | (iii) Concession agreements. | Not Applicable |
| | | (iv) Operation and maintenance manuals | Not Applicable |
| | | (v) Other documents generated as part of the implementation of the PPP | Not Applicable |
| | | (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government | Not Applicable |
| | | (vii) Information relating to outputs and outcomes | Not Applicable |
| (viii) The process of the selection of the private sector party (concessionaire etc.) | Not Applicable | | |
| (ix) All payment made under the PPP project | Not Applicable | | |

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| 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 | Not Applicable |
| | | (ii) Outline the Public consultation process | Not Applicable |
| | | (iii) Outline the arrangement for consultation before formulation of policy | Not Applicable |
| 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) | Fully Met |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)] | Information manual/handbook available in (i) Electronic format | Fully Met |
| | | (ii) Printed format | Fully Met |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)] | List of materials available (i) Free of cost | Fully Met |
| | | (ii) At a reasonable cost of the medium | Fully Met |

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] | (i) English | Fully Met |
| | | (ii) Vernacular/ Local Language | Partially Met |
| 4.2 | When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013] | Last date of Annual updation | Fully Met |
| 4.3 | Information available in electronic form [Section 4(1)(b)(xiv)] | (i) Details of information available in electronic form | Fully Met |
| | | (ii) Name/ title of the document/record/ other information | Fully Met |
| | | (iii) Location where available | Fully Met |
| 4.4 | Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)] | (i) Name & location of the facility | Fully Met |
| | | (ii) Details of information made available | Fully Met |
| | | (iii) Working hours of the facility | Fully Met |
| | | (iv) Contact person & contact details (Phone, fax email) | Fully Met |

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| 4.5 | Such other information as may be prescribed under section 4(i) (b)(xvii) | (i) | Grievance redressal mechanism | Fully Met |
| | | (ii) | Details of applications received under RTI and information provided | Fully Met |
| | | (iii) | List of completed schemes/ projects/ Programmes | Not Applicable |
| | | (iv) | List of schemes/ projects/ programme underway | Not Applicable |
| | | (v) | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract | Not Applicable |
| | | (vi) | Annual Report | Fully Met |
| | | (vii) | Frequently Asked Question (FAQs) | Fully Met |
| | | (viii) | Any other information such as | Fully Met |
| | | | a) Citizen's Charter | |
| | | | b) Result Framework Document (RFD) | Not Applicable |
| | | | c) Six monthly reports on the | Not Applicable |
| | d) Performance against the benchmarks set in the Citizen's Charter | Not Met | | |
| 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 | Fully Met |
| | | (ii) | Details of appeals received and orders issued | Fully Met |
| 4.7 | Replies to questions asked in the parliament [Section 4(1)(d)(2)] | Details of questions asked and replies given | | Not Met |

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 | Fully Met Fully Met |
| | | (ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out | Fully Met Fully Met |
| | | (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers | Fully Met Fully Met |
| | | (iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers | Fully Met Fully Met |
| | | (v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers | Fully Met Fully Met |

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 | | Fully Met |
| 6.2 | Guidelines for Indian Government Websites (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? | Not Applicable Not Applicable |
