

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 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)
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	NOT MET
		(v) Organization Chart	NOT 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	NOT MET

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)	NOT MET
		(ii) Power and duties of other employees	NOT MET
		(iii) Rules/ orders under which powers and duty are derived and	NOT MET
		(iv) Exercised	NOT MET
		(v) Work allocation	NOT MET
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	NOT MET
		(ii) Final decision making authority	NOT MET
		(iii) Related provisions, acts, rules etc.	NOT MET
		(iv) Time limit for taking a decisions, if any	NOT MET
		(v) Channel of supervision and accountability	NOT 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	PARTIALLY MET
		(iii) Process by which these services can be accessed	PARTIALLY MET
		(iv) Time-limit for achieving the targets	NOT APPLICABLE
		(v) Process of redress of grievances	NOT 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.	PARTIALLY MET
		(ii) List of Rules, regulations, instructions manuals and records.	NOT MET
		(iii) Acts/ Rules manuals etc.	NOT MET
		(iv) Transfer policy and transfer orders	NOT APPLICABLE

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	NOT MET
		(ii) Custodian of documents/categories	NOT 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.	NOT APPLICABLE
		(ii) Composition	NOT APPLICABLE
		(iii) Dates from which constituted	NOT APPLICABLE
		(iv) Term/ Tenure	NOT APPLICABLE
		(v) Powers and functions	NOT APPLICABLE
		(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	NOT MET
		(ii) System of compensation as provided in its regulations	NOT MET

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	NOT MET
		(ii) Address, telephone numbers and email ID of each designated official.	NOT 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	NOT MET
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	NOT 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	FULLY MET
		(iii) Training of CPIO/APIO	NOT MET
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NOT MET
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		NOT APPLICABLE

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	NOT MET
		(ii) Budget for each agency and plan & programmes	NOT MET
		(iii) Proposed expenditures	NOT MET
		(iv) Revised budget for each agency, if any	NOT MET
		(v) Report on disbursements made and place where the related reports are available	NOT MET
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	NOT MET
		(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 MET
		(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.	NOT MET

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
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)
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
		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		

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	PARTAILLY 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	NOT MET
		(ii) At a reasonable cost of the medium	NOT 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	NOT 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	NOT MET
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NOT MET
		(ii) Name/ title of the document/record/ other information	NOT MET
		(iii) Location where available	NOT MET
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	NOT MET
		(ii) Details of information made available	NOT MET
		(iii) Working hours of the facility	NOT MET
		(iv) Contact person & contact details (Phone, fax email)	NOT MET

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)	Grievance redressal mechanism	NOT MET
		(ii)	Details of applications received under RTI and information provided	NOT MET
		(iii)	List of completed schemes/ projects/ Programmes	NOT MET
		(iv)	List of schemes/ projects/ programme underway	NOT MET
		(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NOT MET
		(vi)	Annual Report	NOT MET
		(vii)	Frequently Asked Question (FAQs)	FULLY MET
		(viii)	Any other information such as	NOT MET
			a) Citizen's Charter	NOT MET
			b) Result Framework Document (RFD)	NOT MET
			c) Six monthly reports on the	NOT MET
	d) Performance against the benchmarks set in the Citizen's Charter	NOT MET		
4.6	Receipt & Disposal of RTI applications & appeals [F.N o 1/6/2011-IR dt. 15.04.2013]	(i)	Details of applications received and disposed	NOT MET
		(ii)	Details of appeals received and orders issued	NOT 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 PARTIALLY MET
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	NOT 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	NOT 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	NOT 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	NOT 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		NOT 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)	<ul style="list-style-type: none"> (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? 	NOT MET
