

Name of the Organization:

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	Annexure- 1.1
		(ii) Head of the organization	Annexure-1.1
		(iii) Vision, Mission and Key objectives	Annexure-1.1
		(iv) Function and duties	Annexure-1.1
		(v) Organization Chart	Annexure-1.1
		(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	Annexure-1.1

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)	Annexure-1.2
		(ii) Power and duties of other employees	Annexure-1.2
		(iii) Rules/ orders under which powers and duty are derived and	Annexure-1.2
		(iv) Exercised	Annexure-1.2
		(v) Work allocation	Annexure-1.2
1.3	Procedure followed	(i) Process of decision making Identify key decision making points	Annexure-1.3
		(ii) Final decision making authority	Annexure-1.3
		(iii) Related provisions, acts, rules etc.	Annexure-1.3
		(iv) Time limit for taking a decisions, if any	Annexure-1.3
		(v) Channel of supervision and accountability	Annexure-1.3
1.4	Norms for discharge [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Annexure-1.4
		(ii) Norms/ standards for functions/ service delivery	Annexure-1.4
		(iii) Process by which these services can be accessed	Annexure-1.4
		(iv) Time-limit for achieving the targets	Annexure-1.4
		(v) Process of redress of grievances	Annexure-1.4
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.	Annexure-1.5
		(ii) List of Rules, regulations, instructions manuals and records.	https://cga.nic.in/Book/Publiched/list.aspx
		(iii) Acts/ Rules manuals etc.	https://cga.nic.in/Book/Publiched/list.aspx
		(iv) Transfer policy and transfer orders	Annexure-1.5
1.6	Categories of documents held	(i) Categories of documents	Annexure-1.6.i

	by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Annexure-1.6.ii
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.	Annexure-1.7
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure- 1.8
		(ii) Telephone , fax and email ID	Annexure- 1.8
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	Annexure- 1.9
		(ii) System of compensation as provided in its regulations	NA
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	Annexure- 1.10
		(ii) Address, telephone numbers and email ID of each designated official.	Annexure- 1.10
1.11	No. of employees against whom Disciplinary action has	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Annexure- 1.11

	been proposed/ taken		
	(Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	Annexure- 1.11
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Annexure-1.12
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Annexure1.12.iv
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]	(i) Transfer Policy and Transfer Orders (F No. 1/6/2011-IR dated 15.04.2013)	https://cga.nic.in//writereaddata/file/TrnsnferpolicyOMNO1463Dt12022024.pdf

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	Annexure-2.1
		(ii) Budget for each agency and plan & programmes	Annexure-2.1
		(iii) Proposed expenditures	Annexure-2.1
		(iv) Revised budget for each agency, if any	Annexure-2.1
		(v) Report on disbursements made and place where the related reports are available	Annexure-2.1
2.2	Foreign and	(i) Budget	Annexure-2.2.i

	domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(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	Annexure-2.2.ii
		(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.	Annexure-2.2.iii
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<u>Annexure-2.3</u>
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
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	annexure 2.4
		(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	Annexure 2.5
		(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	Annexure 2.5
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.	Annexure 2.6

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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dated	(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Annexure-3.1
		(ii) Arrangement for consultations with or representation by (a) members of the public in policy formation/policy implementation, (b) Day & Time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI Applicants	
		(iii) Public-private partnerships (PPP)-Details of Special Purpose Vehicle (SPV), if any	
		(iv) Public-private partnerships (PPP)-Detailed project reports (DPRs)	Annexure 3.1

	15.04.2013]	(v) Public-private partnerships (PPP)-Concession agreements	Annexure 3.1
		(vi) Public-private partnerships (PPP)- Operation and maintenance manuals	
		(vii) Public-private partnerships (PPP)- Other documents generated as part of the implementation of PPP	Annexure 3.1
		(viii) Public-private partnership (PPP)- Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government.	Annexure 3.1
		(ix) Public-private partnership (PPP)-Information relating to outputs and outcomes	Annexure 3.1
		(x) Public-private partnership (PPP)-The process of the selection of the private sector party (concessionaire etc.)	Annexure 3.1
		(xi) Public-private partnership (PPP) – All payment made under the PPP project	Annexure 3.1
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;	Annexure 3.2
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	Annexure 3.2
		(iii) Outline the arrangement for consultation before formulation of policy	Annexure 3.2
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)	Annexure 3.3
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	https://cga.nic.in/Book/Published/list.aspx
		(ii) Printed format	https://cga.nic.in/Book/Published/list.aspx
3.5	Whether information manual/handbook	List of materials available (i) Free of cost	Annexure 3.5

available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	Annexure 3.5
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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	https://cga.nic.in/Book/Published/list.aspx
		(ii) Vernacular/ Local Language	https://cga.nic.in/Book/Published/list.aspx
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	https://cga.nic.in/Book/Published/list.aspx
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	https://cga.nic.in/Book/Published/list.aspx
		(ii) Name/ title of the document/record/ other information	https://cga.nic.in/Book/Published/list.aspx
		(iii) Location where available	https://cga.nic.in/Book/Published/list.aspx
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Annexure 4.4
		(ii) Details of information made available	Annexure 4.4
		(iii) Working hours of the facility	Annexure 4.4

		(iv) Contact person & contact details (Phone, fax email)	Annexure 4.4
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Annexure-4.5.i
		(ii) Details of applications received under RTI and information provided	Annexure-4.5.ii
		(iii) List of completed schemes/ projects/ Programmes	Not yet completed, all are underway
		(iv) List of schemes/ projects/ programme underway	Annexure 4.5.iv
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Annexure-2.2.iii
		(vi) Annual Report	Annexure 4.5.vi
		(vii) Frequently Asked Question (FAQs)	Not Applicable
		(viii) Any other information such as a) Citizen's Charter	Not Applicable
		b) Result Framework Document (RFD)	
c) Six monthly reports on the 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	Annexure-4.5.ii
		(ii) Details of appeals received and orders issued	Annexure-4.5.ii
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Annexure-4.7

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	Annexure- 1.10
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Annexure-5
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Annexure 5
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Annexure 5
		(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	Annexure 5

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	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information	Annexure-6.1
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)	Whether STQC certification obtained and its validity.	Annexure-6.2
		Does the website show the certificate on the Website?	Annexure-6.2

5. Information as may be prescribed

5.2.ii Details of third party audit of voluntary disclosure

Principal Accounts Office, M/o Jal Shakti, Department of Water Resources, RD & GR had not been furnished any voluntary disclosure under RTI Act previously. This office first time has furnished voluntary disclosure under RTI Act after becoming Public Authority. This office previously not working independently for RTI purpose, hence not furnished RTI voluntary disclosure.

5.3.iii &iv&V Not yet any committee formed.