

No.24021/ 04 /2016 -PC [C.F. No. 3340639]

Government of India/Bharat Sarkar

Ministry of Home Affairs/Grih Mantralaya

[Police Coordination Section]

North Block, New Delhi

Dated 04 - 04- 2018

OFFICE MEMORANDUM

Subject: Transparency Audit Report of the Public Authorities with regard to adequacy of items in suo motu disclosures under Section 4 of the Right to Information Act-2005

The undersigned is directed to refer to the subject and forward herewith a copy of RTI Cell MHA's O.M. No. A-43020/10/2018-RTI dated 09-03-2018 alongwith a copy of Secretary, Central Information Commission D.O. dated 24.01.2018 vide which CIC has forwarded a copy of Transparency Audit Report of Public Authorities in respect of Ministry of Home Affairs conducted by the Indian Law Institute on the basis of data available pertaining to Public Authorities of the Ministry on website with the request to remove the deficiencies pointed out in the Report, if any.

2. A copy of the Report is enclosed herewith for taking remedial action to over come the existing deficiencies, if any, as pointed out in the Audit Report. The action taken to update the website accordingly, may be intimated to the undersigned.

Encls :- As Above.

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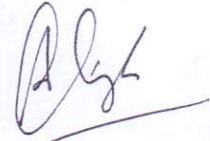
Diary No :

दिनांक

Date :

161

9/4/18



(Ajay Kumar Singh)

Under Secretary (IPS-I)

Tel No. 23094517

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Name of Public Authority being audited: Department of home

Address :

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
- 3.
- 4.
- 5.

'A' Category Parameters (High Importance)

Sl. No	Parameters 1	Requirements 2	Rating Scale 3	Score 4	Qualitative Observations/ Remarks 5
1	Language in which Information Manual/ Handbook available	<input type="checkbox"/> English <input type="checkbox"/> Vernacular / Local Language	Language in which available: • Both English & Vernacular: 2 • In 1 language only: 1 • Not available: 0	1	
2	When was the information Manual/ Handbook last updated?	<input type="checkbox"/> Annual updation	• During last 1 year: 2 • More than 1 year ago: 1 • Not updated at all: 0	2	
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 like <input type="checkbox"/> Notice boards <input type="checkbox"/> Newspapers <input type="checkbox"/> Public announcements <input type="checkbox"/> Media broadcasts <input type="checkbox"/> Internet or <input type="checkbox"/> Any other means including inspection of offices	Dissemination of information done using • At least two effective means of communication: 2 • Only one means of communication: 1 • No means of communication used: 0	na	
4	Procedure followed in decision making process [Section 4(1) (b) (iii)]	<input type="checkbox"/> Process of decision making <input type="checkbox"/> Final decision making authority <input type="checkbox"/> Related provisions, acts, rules etc. <input type="checkbox"/> Time limit for taking a decision, if any <input type="checkbox"/> Channels of supervision and accountability.	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
5	Norms for discharge of functions [Section 4(1) (b) (iv)]	<input type="checkbox"/> Nature of functions/services offered <input type="checkbox"/> Norms/standards for functions / service delivery <input type="checkbox"/> Time-limits for achieving the targets <input type="checkbox"/> Reference document prescribing the norms	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	stated "Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time."
6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (x)]	<input type="checkbox"/> Total Budget for the Public Authority <input type="checkbox"/> Budget for each agency and plan & programmes <input type="checkbox"/> Proposed expenditures <input type="checkbox"/> Revised budget for each agency, if any <input type="checkbox"/> Report on disbursements made and place where the related reports are available	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	

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7	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<input type="checkbox"/> Name of the programme or activity <input type="checkbox"/> Objective of the program <input type="checkbox"/> Procedure to avail benefits <input type="checkbox"/> Duration of the programme/scheme <input type="checkbox"/> Physical and financial targets of the program <input type="checkbox"/> Nature/scale of subsidy/amount allotted <input type="checkbox"/> Eligibility criteria for grant of subsidy <input type="checkbox"/> Details of beneficiaries of subsidy program (Number, profile etc.)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
8	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]	<input type="checkbox"/> Concessions, permits or authorisations granted by Public Authority <input type="checkbox"/> For each concessions, permit or authorisation granted <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Procedure for getting the concession/grant and/or permits or authorisations <input type="checkbox"/> Name and address of the recipients given concessions/ permits or authorisations <input type="checkbox"/> Date of award of concessions/ permits or authorisations	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
9	Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]	<input type="checkbox"/> Publish all relevant facts while formulating important policies or announcing decisions which affect public	At all times: 2 Sometimes : 1 Never : 0	1	
10	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	<input type="checkbox"/> Provide reasons for its administrative or quasijudicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	1	
CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]				9	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				18	
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100				50%	

'B' Category Parameters (Medium Importance)

Sl. No	Parameters 1	Requirements 2	Rating Scale 3	Score 4	Qualitative Observations/ Remarks 5
1	Form of accessibility of Information Manual/ Handbook u/s 4 (1) b	<ul style="list-style-type: none"> • Electronic format • Printed format 	Information Manual available in: <ul style="list-style-type: none"> • In Both Formats: 2 • In one format only: 1 • Not available: 0 	na	
2	Whether Information Manual/ Handbook available free of cost or not	<ul style="list-style-type: none"> • Free or • At a reasonable cost of the medium 	Cost at which available: <ul style="list-style-type: none"> • Free: 2 • At Reasonable cost: 1 • At High cost: 0 	na	
3	Rules, regulations, instructions, manuals and records for discharging functions [Section 4(1) (b) (v)]	<input type="checkbox"/> Title and nature of the record / manual / instruction <input type="checkbox"/> Gist of contents	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	1	stated "The Ministry discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt. of India from time to time."

4	Categories of documents held by the authority under its control [Section 4(1) (b) (vi)]	<input type="checkbox"/> Title of the document <input type="checkbox"/> Category of document <input type="checkbox"/> Custodian of the document	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
5	Information available in electronic form [Section 4(1) (b) (xiv)]	Details of information available in electronic form <input type="checkbox"/> Name/title of the document/record/other information <input type="checkbox"/> Location where available	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
6	Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)]	<input type="checkbox"/> Name & location of the facility <input type="checkbox"/> Details of information made available <input type="checkbox"/> Working hours of the facility <input type="checkbox"/> Contact Person & contact details (phone, fax, email)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	1	
7	Such other information as may be prescribed under Section 4(1) (b) (xvii)	<input type="checkbox"/> Citizen's charter of the public authority <input type="checkbox"/> Grievance redressal mechanisms <input type="checkbox"/> Details of applications received under RTI and information provided <input type="checkbox"/> List of completed schemes/projects/program mes <input type="checkbox"/> List of schemes/projects/program mes underway <input type="checkbox"/> Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. <input type="checkbox"/> Any other Information	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	1	
8	Receipt & Disposal of RTI applications	<input type="checkbox"/> Details of applications received under RTI and information provided	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0		
CATEGORY SCORE (B) [Sum of Scores across all A Category parameters]				5	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				12	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				41.67%	

'C' Category Parameters (Low Importance)

Sl. No	Parameters 1	Requirements 2	Rating Scale 3	Score 4	Qualitative Observations/ Remarks 5
1	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<input type="checkbox"/> Name and address of the organisation <input type="checkbox"/> Head of the organisation <input type="checkbox"/> Key Objectives <input type="checkbox"/> Functions and duties <input type="checkbox"/> Organisation chart <input type="checkbox"/> Any other details	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<input type="checkbox"/> Powers and duties of officers (administrative, financial & judicial) <input type="checkbox"/> Powers and duties of other employees <input type="checkbox"/> Rules/orders under which powers and duties are derived	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
3	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)]	<input type="checkbox"/> Relevant rule, circular etc. <input type="checkbox"/> Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	

