



**TRANSPARENCY AUDIT
REPORT
OF
PUBLIC AUTHORITIES
(Comptroller & Auditor General)**

Compiled by:

**THE INDIAN LAW INSTITUTE
(Deemed University)**

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New Delhi – 110001



THE INDIAN LAW INSTITUTE


(DEEMED UNIVERSITY)

Accredited with 'A' Grade by NAAC

AUDIT CERTIFICATE

This is to certify that Indian Law Institute has prepared this Transparency Audit Report of Public Authorities under **Comptroller & Auditor General**. The Transparency Audit was done by a team of Research Scholars coordinated by Ms. Jupi Gogoi, Assistant Professor of the Institute.

The audit was carried out as per Central Information Commission (CIC) Auditing Standards for proactive disclosure by public authorities' upto February 2017. The audit covered compliance of facilities available to citizens for obtaining information for the concerned public authority *u/s 4 (b) [i-xvii]* of the Right to Information Act, 2005. There may be possibilities that some public authorities might have updated information in their respective websites subsequently. In case any such information reported to this Institute or CIC by concerned public authority, the Institute will incorporate the same in its subsequent audit.


(S.C. Prusty)
Registrar

Index

S.No.	Particulars	Page No.
1	<u>Comptroller & Auditor General</u>	
	- Comptroller & Auditor General	1-11

Name of Public Authority being audited: Comptroller & Auditor General

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	2	
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	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	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	0	

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"/> Nature of functions/services offered	<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"/> Norms/standards for functions / service delivery <input type="checkbox"/> Time-limits for achieving the targets <input type="checkbox"/> Reference document prescribing the	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	

<p>6</p>	<p>Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]</p>	<p><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</p>	<p><input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0</p>	<p>2</p>	
<p>7</p>	<p>Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]</p>	<p><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</p>	<p><input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0</p>	<p>0</p>	

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 concession, permit or authorisation granted <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Procedure for	<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	0	

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 quasi-judicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	0	
CATEGORY SCORE (A)				10	
Maximum Possible Category Score				20	
CATEGORY PERCENTAGE (A)				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 	2	
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 	2	

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	2
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	2
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) (vii)]	<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	2

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/programmes <input type="checkbox"/> List of schemes/projects/programmes	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
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	0	
CATEGORY SCORE (B)				12	
Maximum Possible Category Score				16	
CATEGORY PERCENTAGE (B)				75.00%	

'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	<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	<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	

4	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<input type="checkbox"/> Name of the Board, Council, committee etc <input type="checkbox"/> Composition <input type="checkbox"/> Powers & functions <input type="checkbox"/> Whether their meetings are open to the public? <input type="checkbox"/> Whether the minutes	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
5	Directory of Officers and employees [Section 4(1) (b) (ix)]	<input type="checkbox"/> Name and designation <input type="checkbox"/> Telephone, fax and email ID	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	

6	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<input type="checkbox"/> Name and designation of the employee <input type="checkbox"/> Monthly remuneration <input type="checkbox"/> System of compensation as provided by in its regulations	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	
7	Names, designations and other particulars of public information officers [Section 4(1) (b) (xvi)]	<input type="checkbox"/> Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority <input type="checkbox"/> Address, telephone numbers and email ID of	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	

11

CATEGORY SCORE (C)		14		
Maximum Possible Category Score		14		
CATEGORY PERCENTAGE (C)		100.00%		
S.No.	PERCENTAGE	PERCENTAGE OBTAINED	WEIGHTAGE	ADJUSTED SCORE
	1	2	3	2 x 3
1	A Category Parameters	50.00%	0.5	25.00%
2	B Category Parameters	75.00%	0.30	22.50%
3	C Category Parameters	100.00%	0.2	20.00%
FINAL SCORE				67.50%
GRADE				B