

REPORT in respect of the CCO, VISAKHAPATNAM ZONE, Visakhapatnam.

June 2020

A FRAMEWORK FOR TRANSPARENCY AUDIT (WWW.CGSTAP.GOV.IN)

GENERAL SCORE CARD PATTERN:

S. No.	Parameter	Weight %	MAXIMUM MARKS
01	Organisation and Functions	10%	100
02	Budget and Programme	30%	300
03	Publicity and Public Interface	25%	250
04	E-Governance	20%	200
05	Information as may be prescribed	10%	100
06	Information disclosed on own initiative	5%	50
TOTAL		100%	1000

IF THE PARAMETER IS FULLY MET, THEN SCORE IS FULL ONE MARK, IF PARTIALLY MET SCORE IS 0.5 OR 50% MARKS, IF NOT MET ZERO, IF NOT APPLICABLE THEN THE PARAMETER IS NOT TAKEN INTO ACCOUNT FOR SCORE.
MAXIMUM SCORE IS 1000 MARKS.

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)	Weight percentage and Maximum Marks	Total Score
1.1	Particulars of its organisation, functions and duties	(i)	Name and address of the Organization	Fully Met ✓	0.77% and 7.7	7.7
		(ii)	Head of the organization	Fully Met ✓		
		(iii)	Vision, Mission and Key objectives	Fully Met ✓		

	[Section 4(1)(b)(i)]	(iv) Function and duties	Fully Met ✓		
		(v) Organization Chart	Fully Met ✓		
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(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	<p>50% Met ✓</p> <p>Fully Met ✓</p>	0.77% and 7.7	7.7
		(i) Powers and duties of officers (administrative, financial and judicial)	<p>✓ Fully Met</p> <p>circulate files</p>		
		(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 ✓		
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(v) Work allocation	<p>?</p> <p>Fully Met</p> <p>no job.</p>	0.77% and 7.7	7.7
		(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 decision, if any	Fully Met ✓		
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(v) Channel of supervision and accountability	Fully Met ✓	0.77% and 7.7	6.93
		(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	Partially Met		
		(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 ✓	0.77% and 7.7	7.7
		(iv) Transfer policy and transfer orders	Fully Met ✓		
1.5	Rules, regulations, instructions, manual and records for discharging functions [Section 4(1)(b)(v)]				
	Categories of documents held by the authority under its control	(i) Categories of documents	Fully Met ✓		
1.6	[Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Fully Met ✓	0.77% and 7.7	7.7
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc.	✓		
		(ii) Composition	✓		
		(iii) Dates from which constituted	✓		
		(iv) Term/ Tenure	✓	0.77% and 7.7	5.7
		(v) Powers and functions	✓		
		(vi) Whether their meetings are open to the public?	✓		

4(1)(b)(viii)]	<div> <div>(vii) Whether the minutes of the meetings are open to the public?</div> <div>(viii) Place where the minutes if open to the public are available?</div> </div>				
1.8 Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	not update Fully Met	0.77% and 7.7	7.7	
	(ii) Telephone, fax and email ID	not update 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	0.77% and 7.7	7.7	
	(ii) System of compensation as provided in its regulations	Fully 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	Fully Met not specify	0.77% and 7.7	7.7	
	(ii) Address, telephone numbers and email ID of each designated official.	Fully Met to be update			

68

	No. Of employees against whom disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been				
1.11	(Section 4(2))	(i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Fully Met	0.77% and 7.7	7.7	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (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	not update Partially Met not update	0.77% and 7.7	3.85	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt.15.4.2013]		Fully Met	0.77% and 7.7	7.7	
		TOTAL		10% and 100	93.48/100	

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)	Weight percentage and Maximum Marks	Total Score
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 106	10% and 100	0
		(ii) Budget for each agency and plan & programmes				Not Met 120		
		(iii) Proposed expenditures				Not Met 120		
		(iv) Revised budget for each agency, if any				Not Applicable		
		(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 Applicable	10% and 100	75
		(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.				Partially Met		
		a) Places visited						
		b) The period of visit						
		c) The number of members in the official delegation						
		d) Expenditure on the visit						
		(iii) Information related to procurements a) Notice/tender enquires, and				Not Applicable		

See part II of SMD

T.P of CC is uploaded

459

		<p>corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded - in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>			
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity			
		(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			
		(ii) Annual accounts of all legal entities who are provided grants by public authorities			

		(i) Concessions, permits or authorizations granted by public authority	Not Applicable		
	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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
2.5			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.	Partially Met	10% and 100	50
			TOTAL	30% and 300	125/300

8

3. Publicity and Public interface

64

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)	Weight percentage and Maximum Marks	Total Score
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	Arrangement for consultations with or representation by the members of the public	Fully Met	6.25% and 62.5	62.5
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens			
		(ii) Arrangements for consultation with or representation by	Fully Met		
		a) Members of the public in policy formulation/ implementation			
		b) Day & time allotted for visitors			
		c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants			
		Public-private partnerships (PPP)			
		(i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable		
		(ii) Detailed project reports (DPRs)			
		(iii) Concession agreements.			
(iv) Operation and maintenance manuals					
(v) Other documents generated as part of the implementation of the PPP					
[Section 4(1)(b)(vii)]					
[F No 1/6/2011-IR dt. 15.04.2013]					

8

		<div>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</div> <div>(vii) Information relating to outputs and outcomes</div> <div>(viii) The process of the selection of the private sector party (concessionaire etc.)</div> <div>(ix) All payment made under the PPP project</div>			
	Are the details of policies / decisions, which affect public, informed to them [Section 4(1)(c)]	<div>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</div> <div>(i) Policy decisions/ legislations taken in the previous one year</div> <div>(ii) Outline the Public consultation process</div> <div>(iii) Outline the arrangement for consultation before formulation of policy</div>	<div>Not Applicable</div> <div>Not Applicable</div> <div>Not Applicable</div>	Not Applicable	Not Applicable
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)	Fully Met	6.25% and 62.5	62.5

62

Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in		Fully Met	6.25% and 62.5	62.5
	(i) Electronic format	(ii) Printed format			
3.4			Fully Met	6.25% and 62.5	62.5
	List of materials available		Fully Met		
	(i) Free of cost	(ii) At a reasonable cost of the medium			
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]		Not Met	6.25% and 62.5	31.25
			TOTAL	25% and 250	218.75/250

✓

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)	Weight percentage and Maximum Marks	Total Score
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	Fully Met Not Met	3.33% and 33.33	16.66
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 Applicable	NA	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Fully Met Fully Met	3.33% and 33.33	33.33
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Fully Met Fully Met Fully Met Fully Met	3.33% and 33.33	33.33

4.5 Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Fully Met	3.33% and 33.33 <i>uploaded 18-8 pt.</i>	26.55
	(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	Not Applicable		
	(vii) Frequently Asked Question (FAQs)	Partially Met		
	(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD)	Fully Met Partially 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. No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully Met	3.33% and 33.33	33.33
	(ii) Details of appeals received and orders issued	Fully Met		

	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully Met	3.33% and 33.33	33.33
4.7					
			TOTAL	20% and 200	176.53/200

8

6-58

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)	Weight percentage and Maximum Marks	Total Score
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	2% and 20	20
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Fully Met	2% and 20	20
		(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	2% and 20	20
		(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	2% and 20	0
		(v) Committee of PIOs/FAAs with	Not Met	2% and 20	0

		rich experience in RTI to identify frequently sought information under RTI			
		(a) Dates from which constituted (b) Name & Designation of the Officers			
			TOTAL	10% and 100	60/100

8

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)	Weight percentage and Maximum Marks	Total Score
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Revenue Figures, COVID-19 measures.	Fully Met	2.5% and 25	25
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 Met	2.5% and 25	0
TOTAL				5% and 50	25
GRAND TOTAL SCORE				100% and 1000 Marks	698.76/1000