

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

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	7.06
		(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		
		(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	Partially 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)	Fully Met		
		(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		
		(v) Work allocation	Fully Met		
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(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		
		(v) Channel of supervision and accountability	Fully 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	Fully Met		
		(iii) Process by which these services can be accessed	Fully Met		

		(iv) Time-limit for achieving the targets	Partially Met		
		(v) Process of redress of grievances	Partially 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.	Fully Met	0.77% and 7.7	7.7
		(ii) List of Rules, regulations, instructions manuals and records.	Fully Met		
		(iii) Acts/ Rules manuals etc.	Fully Met		
		(iv) Transfer policy and transfer orders	Fully Met		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met	0.77% and 7.7	7.7
		(ii) Custodian of documents/categories	Fully Met		
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc.	Partially Met	0.77% and 7.7	3.85
		(ii) Composition			
		(iii) Dates from which constituted			
		(iv) Term/ Tenure			
		(v) Powers and functions			
		(vi) Whether their meetings are open to the public?			

	4(1)(b)(viii)]	(vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?			
	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully Met		
1.8		(ii) Telephone, fax and email ID	Partially Met	0.77% and 7.7	5.77
	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		
1.9		(ii) System of compensation as provided in its regulations	Fully Met	0.77% and 7.7	7.7
	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		
1.10		(ii) Address, telephone numbers and email ID of each designated official.	Partially Met	0.77% and 7.7	5.77

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 (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Not Met	0.77% and 7.7	0				
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 Met	0.77% and 7.7	0				
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	74.85/100				

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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	Fully Met	10% and 100	100
		(ii) Budget for each agency and plan & programmes	Fully Met		
		(iii) Proposed expenditures	Fully Met		
		(iv) Revised budget for each agency, if any	Not Applicable		
		(v) Report on disbursements made and place where the related reports are available	Fully Met		
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not Applicable	10% and 100	100
		(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	Fully Met		
		(iii) Information related to procurements a) Notice/tender enquires, and	Not Applicable		

		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.			
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) (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	Not Applicable	Not Applicable	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]		Not Applicable	Not Applicable	Not Applicable

		(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	Not Applicable	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]		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	10% and 100	0
		TOTAL	30% and 300	200	



3. Publicity and 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)	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 thereof [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	Fully Met	6.25% and 62.5	46.88
		(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	Partially Met		
		Public- private partnerships (PPP)	Not Applicable		
		(i) Details of Special Purpose Vehicle (SPV), if any			
		(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				

		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project			
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 (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Not Applicable Not Applicable Not Applicable	Not Applicable Not Applicable	Not Applicable 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	6.25% and 62.5	62.5
3.4	Form of	Information manual/handbook available in	Fully Met	6.25% and	31.25

	accessibility of information manual/ handbook [Section 4(1)(b)]	Electronic format		62.5	
		(i)	(ii)		
			Printed format		
				Not 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		
		(ii)	At a reasonable cost of the medium	6.25% and 62.5	31.25
				Not Met	
			TOTAL	25% and 250	172/250

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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)	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	Fully Met	3.33% and 33.33	16.66
		(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 Applicable	NA	NA
4.3	Information available in electronic form in [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met	3.33% and 33.33	33.33
		(ii) Name/ title of the document/record/ other information	Fully Met		
		(iii) Location where available	Fully Met		
		(i) Name & location of the facility	Fully Met		
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available	Fully Met	3.33% and 33.33	29
		(iii) Working hours of the facility	Fully Met		
		(iv) Contact person & contact details (Phone, fax email)	Partially Met		

4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report (vii) Frequently Asked Question (FAQs) (viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter	Fully Met Fully Met Not Applicable Not Applicable Not Applicable Not Applicable Not Met Fully Met Not Met Not Met Not Met	3.33% and 33.33	14.3
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 (ii) Details of appeals received and orders issued	Fully Met Fully Met	3.33% and 33.33	33.33

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	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not Met	3.33% and 33.33	0
4.7					
			TOTAL	20% and 200	126.62/200

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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 information 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	Not Met	2% and 20	0
		(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	40

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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		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	638.5/1000