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F.No.M.11014/4/2017-IFC/RTI
Government of India
Ministry of Human Resource Development
Department of Higher Education
(RTI Section)

310416/2
P.N.310416(2)/17

Shastri Bhawan, New Delhi-110 001
Dated the 01 December, 2017

OFFICE MEMORANDUM

Sub: Transparency Audit Report of MHRD conducted by the Indian Law Institute (Deemed University), New Delhi.

The undersigned is directed to enclose herewith a copy of D.O No. 6/1/2013/JS(Law)/T.A/CIC-Vol.III dated 21.11.2017 received from Central Information Commission alongwith extracts of Transparency Audit Report of MHRD for each Institute conducted by the Indian Law Institute (Deemed University), New Delhi.

2. As desired by the CIC, this exercise may be taken up again after sometime, and the deficiencies pointed out in the report, if any, may be got removed as early as possible.
3. All Bureau Heads are requested to advise their Educational Institutions under their administrative control that the correction / addition, if any, in the report may be informed to the CIC directly under intimation to RTI Section.

Encl.: As above


(Devender Kumar)
Under Secretary (RTI/IFC)

To:-

Bureau Heads of D/o HE

1. AS (T) in r/o AICTE, CoA, NITs, Edcil, ISM University, IITs & SPAs
2. AS (CU & L) in r/o All CUs, IIMs, IISERs, IISc Bangalore, KHS, MSRVVP, NCPUL, NCPSL, RSS, RSV, CSTT, CICT, CHD, CIIL & SLBSRSV
3. JS (A/BP & DL) in r/o BOATs, CIT Kokrajhar, D/o HE, GKCIET, IGNOU, NBT, NIFFT, NITIE, NITTTRs, NERIST & SLIET
4. JS (HE) in r/o ICHR, ICPR, ICSSR, IIAS, NCRI & UGC
5. JS (P & ICC) in r/o Auroville Foundation, IITs & NUEPA
6. EA (HE) in r/o NCMEI

Bureau Heads of D/o SE&L

1. SS (SE&L) in r/o, Directorate of Adult Education, NBB & NCTE
2. JS (SE.II) in r/o CBSE, CTSA, KVS, NCERT, NIOS & NVS

AS (T)
US (L)
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Sol L-I
Sol L-II
Jyils
11/12/17

STP
11/12/17

CP10
11/12/17

Pl. study
CP10

PB
6/12

अंजलि आनंद श्रीवास्तव
सचिव
Anjali Anand Srivastava
Secretary



केन्द्रीय सूचना आयोग
कमरा नं.-295, द्वितीय तल, अगस्त क्रान्ति भवन,
भीकाजी कामा प्लेस, नई दिल्ली-110066
CENTRAL INFORMATION COMMISSION
Room No. 295, 2nd Floor, August Kranti Bhawan,
Bhikaji Cama Place, New Delhi-110066



केन्द्रीय सूचना आयोग
बाबा गंगानाथ मंगल मुनि मार्ग
नई दिल्ली-110067
CENTRAL INFORMATION COMMISSION
Baba Gangnath Marg, Manasa
New Delhi-110067

Dated 21/11/2017

Dear Mr Sharma

Department of Personnel and Training (DoPT) vide OM No. 1/6/2011-IR dated 15.04.2013 (Para 4.6) entrusted the Commission with the responsibility of carrying out sample audit (hereinafter referred to as "Transparency Audit") of the Ministries/Public Authorities with regard to adequacy of items in *suo motu* disclosure under Section 4 of the Right to Information Act-2005.

2. Suggestions of Ministries/Public Authorities has been invited vide DO No. 6/1/2013-CIC Val.H dated 06.07.2015 earlier on the template developed by the Centre for Good Governance, Hyderabad for this purpose.

3. Based on the comments from stakeholders including Ministries/Public Authorities on the template, the Commission requested Indian Law Institute (Deemed University) to conduct the transparency audit as a desktop exercise using the template. The Indian Law Institute has conducted the Audit on the basis of data available pertaining to Public Authorities of your Ministry on website.

4. The report of Indian Law Institute in respect of your Ministry/Public Authority is forwarded herewith for perusal and further necessary action at your end. It may also be noted that this exercise will be taken up again after sometime. It is requested that deficiencies pointed out in the report, if any, may be got removed as early as possible.

I would be thankful if your feed back in the matter could be informed to the commission.

With regards

Your Sincerely

ES-in mtg

JS(A)

US/RTI

1. Pl. check if we can get soft copy of the report from C.I.C. to the institute under RTI. If you do not get soft copy, then mail to the institute under RTI. (except AS-CU as per the copy that in big sent off P.I. send text with Resch. Institute, K. respective bureau head)

Anjali Anand Srivastava

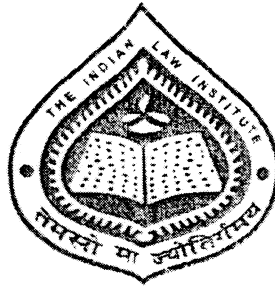
(Anjali Anand Srivastava)

Mr. Kewal Kumar Sharma,
Secretary,
M/o HRD, D/o Higher Education,
Room No.128C-Wing, Shastri Bhawan,
New Delhi-110001.

Send Secy's/mr meers

23/11

23/11/17
SICA+DL+TDB
Resch. Institute
23/11/2017



IV

**TRANSPARENCY AUDIT
REPORT
OF
PUBLIC AUTHORITIES**
(Ministry of Human Resource Development-IV)

Compiled by:

THE INDIAN LAW INSTITUTE
(Deemed University)
Bhagwan Das Road
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 **Ministry of Human Resource Development-IV**. 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

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Name of Public Authority being audited: Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha - <http://www.slbsrv.ac.in/home.ASP>

Address : B-4, Qutub Institutional Area, Shaheed Jeet Singh Marg, Qutab Institutional Area, Katwaria Sarai, New Delhi, Delhi, 110016

Documents Referred: (List documents referred for the audit)

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

'A' Category Parameters (High Importance)

Sr. No	Parameters	Requirements	Rating Scale	Score	Qualitative Observations/Remarks
1	2	3	4	5	6
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	2	
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)]	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0 	1
6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0 	1 FULL DISCLOSURE AS PER THE PARAMETRE IS REQUIRED
7	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<ul style="list-style-type: none"> <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.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0 	1 FULL DISCLOSURE AS PER THE PARAMETRE IS REQUIRED

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	1	FULL DISCLOSURE AS PER THE PARAMETRE IS REQUIRED
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 quasijudicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	0	
CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]				11	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				20	
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100				55%	

'B' Category Parameters (Medium Importance)

S.No	Parameters	Requirements	Rating Scale	Score	Qualitative Observations/Remarks
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	1	
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)]	<input type="checkbox"/> Details of information available in electronic form <input type="checkbox"/> Name/title of the document/record/other information <input type="checkbox"/> Location where	<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	<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/programmes <input type="checkbox"/> List of schemes/projects/programmes 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	<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	0	
CATEGORY SCORE (B) [Sum of Scores across all B Category parameters]				11	

103

Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters	16	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100	68.75%	

'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	1	
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 of the meeting are open to the public <input type="checkbox"/> Place where the minutes if open to the public are available?	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	1	

KMS, Agra

Name of Public Authority being audited: **Kendriya Hindi Sansthan, Agra.**

<http://khsindia.org/india/hi/%E0%A4%.html>

Address : Sheetla Road, Hindi Sansthan Marg, Khandari, Agra, Uttar Pradesh 282005

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
3. **THE WEBSITE SHOWS THAT THE RTI PAGE IS UNDER CONSTRUCTION.**
- 4.
- 5.

'A' Category Parameters (High Importance)

Sr. 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	0	
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	0	
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	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"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
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	

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	<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 each designated official	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2
CATEGORY SCORE (C) [Sum of Scores across all C Category parameters]				12
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				14
CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100				

Generating the Final Score & Grade for the Public Authority

Sl no.	PERCENTAGE 1	PERCENTAGE OBTAINED 2	WEIGHTAGE 3	WEIGHTED PERCENTAGES 2 x 3
1	A Category Parameters	55	0.5	27.5
2	B Category Parameters	68.75	0.3	20.62
3	C Category Parameters	85.71	0.2	17.24
FINAL SCORE [Sum of Weighted Percentages across A, B & C Categories]				65.36
GRADE				B

ANY OTHER OBSERVATIONS / REMARKS

6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<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	0
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	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 quasijudicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	0
CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]				0
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				20
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100				0%

'B' Category Parameters (Medium Importance)

Sl. No	Parameters	1 Requirements	Rating Scale	Score	Qualitative Observations/ Remarks
		2	3	4	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 	0	
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 	0	
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	0	
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	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
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)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

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 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	<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) [Sum of Scores across all B Category parameters]					
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				16	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100					

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	0	

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	0
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	0
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 of the meeting are open to the public <input type="checkbox"/> Place where the minutes if open to the public are available?	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0
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	0
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	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0

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 each designated official	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0
CATEGORY SCORE (C) [Sum of Scores across all C Category parameters]				
	Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters			14
	CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100			

Generating the Final Score & Grade for the Public Authority

Sl no.	PERCENTAGE 1	PERCENTAGE OBTAINED 2	WEIGHTAGE 3	WEIGHTED PERCENTAGES 2 * 3
1	A Category Parameters		0.5	
2	B Category Parameters		0.3	
3	C Category Parameters		0.2	
FINAL SCORE [Sum of Weighted Percentages across A, B & C Categories]				
				GRADE

ANY OTHER OBSERVATIONS / REMARKS

THERE IS NO MANUAL / ALL OTHER INFORMATION IS NOT AVAILABLE TO BE AUDITED.

MSRVVP, Ujjain

Name of Public Authority being audited: Maharshi Sandeepani Rashtriya Ved Vidya
Pratishthan msrvvp.nic.in/
Address : Veda Vidya Marg, Chintaman Ganesh , Jawasiya, Ujjain, Madhya Pradesh 456006
Documents Referred: (List documents referred for the audit)

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

'A' Category Parameters (High Importance)

Sr. No 1	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	0	
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	0	
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	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"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
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	

6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<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	0
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	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 quasijudicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	0
	CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]			0
	Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters			20
	CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100			0%

'B' Category Parameters (Medium Importance)

Sl. No	Parameters	1	Requirements	Rating Scale	Score	Qualitative Observations/ Remarks
			2	3	4	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 	0	
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 	1	
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	0	
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 <ul style="list-style-type: none"> <input type="checkbox"/> Name/title of the document/record/other information <input type="checkbox"/> Location where 	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	
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)	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

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 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	<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) [Sum of Scores across all B Category parameters]				1	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				16	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				6.25%	

C' Category Parameters (Low Importance)

1	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	0	

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	0
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	0
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 of the meeting are open to the public <input type="checkbox"/> Place where the minutes if open to the public are available?	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0
5	Directory of Officers and employees [Section 4(1) (b) (ix)]	<input type="checkbox"/> Name and designation <input type="checkbox"/> Telephone, fax and email <input type="checkbox"/> ID	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0
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	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0

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 each designated official	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2
CATEGORY SCORE (C) [Sum of Scores across all C Category parameters]				2
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				14
CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100				14.28%

Generating the Final Score & Grade for the Public Authority

Sl no.	PERCENTAGE 1	PERCENTAGE OBTAINED 2	WEIGHTAGE 3	WEIGHTED PERCENTAGES 2 * 3
1	A Category Parameters	0	0.5	0
2	B Category Parameters	6.25	0.3	1.87
3	C Category Parameters	14.28	0.2	2.85
FINAL SCORE [Sum of Weighted Percentages across A, B & C Categories]				
				GRADE

ANY OTHER OBSERVATIONS / REMARKS

THE FOLLOWING INFORMATION IS NOT AVAILABLE TO THE PUBLIC: