

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

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 met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	https://www.csio.res.in/CommonNew.php?ds=68&page=1 https://www.csio.res.in/CommonNew.php?ds=168&page=1
		(ii) Head of the organization	https://www.csio.res.in/CommonNew.php?ds=76&page=1
		(iii) Vision, Mission and Key objectives	https://www.csio.res.in/CommonNew.php?ds=188&page=1
		(iv) Function and duties	--Do-
		(v) Organization Chart	https://www.csio.res.in/CommonNew.php?ds=72&page=1
		(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	https://www.csio.res.in/CommonNew.php?ds=70&page=1

		from time to time have been dealt	
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)	Memorandum of Association Rules & Regulations and Bye laws
		(ii) Power and duties of other employees	--Do--
		(iii) Rules/ orders under which powers and duty are derived and Exercised	--Do--
		(iv) Work allocation	Work Allocation
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Memorandum of Association Rules & Regulations and Bye laws
		(ii) Final decision making authority	Case to case basis CSIR Hand Book of Delegation of Powers
		(iii) Related provisions, acts, rules etc.	http://www.csir.res.in/rules-regulation
		(iv) Time limit for taking a decisions, if any	i. OM No. CSIO/(Misc.)/92-EIL, dated 22-07-2013 regarding Time limits for various activities Administration and Accounts
		(v) Channel of supervision and accountability	CSIR Hand Book of Delegation of Powers
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	-
		(ii) Norms/ standards for functions/ service delivery	-
		(iii) Process by which these services can be accessed	-
		(iv) Time-limit for achieving the targets	-
		(v) Process of redress of grievances	CSIR Procedure of Redressal of Grievances

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.	<p>http://www.csir.res.in/rules-regulation</p> <p>Delegation of powers to Directors 2 Delegation of powers to Directors 1 MEA Clearance for Scientists visiting abroad Expenditure involved in Foreign Delegations Regarding Passport Details of Foreign Deputation Revised MANAS - Contents, General Instructions ASRP- Rules updated up to January 2004 Amendment in CCS(CCA) Rules , 1965 CSIR (Residence Allotment) Rules 1997 Memorandum of Association, Rules & Regulations and Bye Laws 2005 Amendment to CSIR Services Rules ,1994 for Recruitment of Scientific ,Technical and Support Staff dt:09/3/2007 CSIR Service Rules, 1994 for Recruitment of Scientific, Technical and Support Staff CSIR Recruitment and Assessment Promotion Rules ,2001 - Clarification thereof Amendment to 'CSIR Scientist Recruitment & Assessment Promotion Rules Recruitment Rules for the post of Staff Officer to DG , CSIR Constitution of Recruitment & Assessment Board dt:13/3/2007 Amendment to CSIR Scientist Recruitment & Assessment Promotion Rules,2001 dt:12/3/2007 Recruitment Rules 2008 for the post of Director of CSIR Lab/Instt/Centre dt:28/03/2008 Recruitment and Assessment Rules Physical Verification of stores etc. Receipts Of Stores Disposal Of Stores Procedure For "DISPOSAL OF STORES" Purchase Procedure 2002 Amendments to Purchase Procedure 2002 (Serial Circular: 289 Dated : 05/05/2006) Clarifications to Purchase Procedure 2002 - Serial Circular No. 364 dt:27/07/2007 Purchase Procedure 2008 - Serial Circular No. 455 dated 07/01/2009 Serial Circulars 1998 Serial Circulars 1999 Serial Circulars 2000 Serial Circulars 2001 Serial Circulars 2002 Serial Circulars 2003 Serial Circulars 2004 Vol III Vol I and II</p>
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		(ii) List of Rules, regulations, instructions manuals and records.	-do-
		(iii) Acts/ Rules manuals etc.	-do-
		(iv) Transfer policy and transfer orders	http://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840 Transfer Policy of Common Cadre Officers Transfer Copy and Transfer Orders
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Classified and Un-classified
		(ii) Custodian of documents/categories	-
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	https://www.csio.res.in/CommonNew.php?ds=194&page=1 Memorandum of Association Rules & Regulations and Bye laws
		(ii) Composition	Research Council Management Council
		(iii) Dates from which constituted	Research Council : Three years from 10.8.2017 Management Council : 1.1.2018 to 31.12.2019
		(iv) Term/ Tenure	Research Council : Three years Management Council : Two years
		(v) Powers and functions	-As stated above
		(vi) Whether their meetings are open	No

		to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	No
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	http://csio.res.in/CommonNew.php?ds=127&page=1
		(ii) Telephone , fax and email ID	--Do--
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	http://192.168.214.27/upload/PDF/PayLevelCSIOStaff1.pdf
		(ii) System of compensation as provided in its regulations	-
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	PIO : Sh. Prasant Kumar Mahapatra, Principal Scientist APIO : Dr. Sanjeev Soni, Sr. Scientist Appellate Authority : Dr. Shravan Kumar R.R, Principal Scientist
		(ii) Address, telephone numbers and email ID of each designated official.	PIO : Sh. Prasant Kumar Mahapatra, Principal Scientist CSIR-CSIO, Sector 30C, Chandigarh-160030 0171-2672455, prasant22@csio.res.in APIO : Dr. Sanjeev Soni, Sr. Scientist

			CSIR-CSIO, Sector 30Cm Chandigarh-160030 0172-2672278, ssoni@csio.res.in Appellate Authority : Dr. Shravan Kumar R.R, Sr. Principal Scientist CSIR-CSIO, Sector 30Cm Chandigarh-160030 0172-2672476, srr@csio.res.in
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	Nil Nil
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	- Such training programme are conducted by CSIR-Human Resource Development Centre Ghaziabad from time to time. The Appellate Authority and the APIO has attended a training programme on implementation of RTI Act and Record Management during the period from 6-7 April 2014. (Copy Attached.)
1.13	Transfer policy and transfer		http://www.csir.res.in/sites/default/files/PolicyDoc%25282014_7_1_13_0_11_840.pdf

	orders [F No. 1/6/2011- IR dt. 15.4.2013]		Transfer Copy and Transfer Orders
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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)
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	https://www.csio.res.in/CommonNew.php?ds=92&page=1
		(ii) Budget for each agency and plan & programmes	-
		(iii) Proposed expenditures	-
		(iv) Revised budget for each agency, if any	-
		(v) Report on disbursements made and place where the related reports are available	-
2.2	Foreign and	(i) Budget	Accounts

	domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(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	http://csio.res.in/CommonNew.php?ds=92&page=1
		(iii) Information related to procurements a) Notice/tender enquires, and 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.	https://www.csio.res.in/PurchaseTenders.php https://www.csio.res.in/StoreTender.php https://www.csio.res.in/CivilTender.php https://www.csio.res.in/ElectricalTender.php https://www.csio.res.in/GeneralSectionTender.php https://www.csio.res.in/TelephoneRefrigTender.php 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	-
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	-
		(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	-
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.	-

3. Publicity Band 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)
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 [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	Dr NS Aulakh Public Relation Officer
		(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	--Do--
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	--Do--
		(ii) Detailed project reports (DPRs)	Annual Reports
		(iii) Concession agreements.	--Do--
		(iv) Operation and maintenance manuals	--Do--
		(v) Other documents generated as part of the implementation of the PPP	--Do--
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	--Do--
		(vii) Information relating to outputs and outcomes	--Do--
		(viii) The process of the selection of the private sector party (concessionaire etc.)	--Do--
(ix) All payment made under the PPP project	--Do--		

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	--Do--
		(ii) Outline the Public consultation process	--Do--
		(iii) Outline the arrangement for consultation before formulation of policy	--Do--
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)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	https://www.csio.res.in
		(ii) Printed format	-
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Online available
		(ii) At a reasonable cost of the medium	---

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)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	English
		(ii) Vernacular/ Local Language	Hindi
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	July 25, 2018
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Refer to CSIR-CSIO website
		(ii) Name/ title of the document/record/ other information	Refer to CSIR-CSIO website
		(iii) Location where available	https://www.csio.res.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Library and concerned divisions/sections
		(ii) Details of information made available	Library and concerned divisions/sections
		(iii) Working hours of the facility	09.00AM-5:30PM
		(iv) Contact person & contact details (Phone, fax email)	PIO : Sh. Prasant Kumar Mahapatra, Principal Scientist CSIR-CSIO, Sector 30C, Chandigarh-160030 0171-2672455, prasant22@csio.res.in
4.5	Such other	(i) Grievance redressal mechanism	http://www.csir.res.in/notification/compendium-

information as may be prescribed under section 4(i)(b)(xvii)		grievances-procedure-draft-reg
	(ii) Details of applications received under RTI and information provided	https://www.csio.res.in/CommonNew.php?ds=92&page=1
	(iii) List of completed schemes/ projects/ Programmes	<u>Annual Reports</u>
	(iv) List of schemes/ projects/ programme underway	--do--
	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<p>i. Annual contract for security manpower Services at CSIR-CSIO, Chandigarh-160030. Contractor : M/s Rakshak Securitas (Pvt.) Ltd. Annual contract value: Rs.6565481.00 Period of contract : 16.7.2018 to 15.7.2020</p> <p>ii. Annual contract for House Keeping, Horticulture, Canteen, Guest House and other Manpower Services at CSIR-CSIO, Chandigarh-160030. Contractor : M/s Guardian Security & Placement Services Annual contract value: Rs.1,65,95,184.00 Period of contract : 1.3.2018 to 28.2.2019</p>
	(vi) Annual Report	https://www.csio.res.in/CommonNew.php?ds=92&page=1
	(vii) Frequently Asked Question (FAQs)	
	(viii) Any other information such as	Resident Welfare Association Staff Club
	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		

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	https://www.csio.res.in/CommonNew.php?ds=92&page=1
		(ii)	Details of appeals received and orders issued	https://www.csio.res.in/CommonNew.php?ds=92&page=1
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		<i>Parliament questions asked and replies given</i>

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)
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]	<p>(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015</p>	<p>(a) PIO : Sh. Prasant Kumar Mahapatra, Principal Scientist CSIR-CSIO, Sector 30Cm Chandigarh-160030 0171-2672455, prasant22@csio.res.in</p> <p>APIO : Dr. Sanjeev Soni, Sr. Scientist CSIR-CSIO, Sector 30Cm Chandigarh-160030 0172-2672278, ssoni@csio.res.in</p> <p>Appellate Authority : Dr. Shravan Kumar R.R, Sr. Principal Scientist CSIR-CSIO, Sector 30Cm Chandigarh-160030 0172-2672476, srr@csio.res.in (b) -</p>
		<p>(ii) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out (b) Report of the audit carried out</p>	-
		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p>	Dr. PK Mahapatra

		(a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	-
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	-

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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	CSIR-CSIO website	https://www.csio.res.in
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?	(i) In process (ii) No
