



**TRANSPARENCY AUDIT
REPORT
OF
PUBLIC AUTHORITIES**

(Ministry of Human Resource Development-II)

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-II**. 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: Indian Institute of Science Education and Research
Thiruvananthapuram www.iisertvm.ac.in/

Address : Computer Science Building, College of Engineering Trivandrum Campus,
Thiruvananthapuram, Kerala 695016

Documents Referred: (List documents referred for the audit)

1. RTI MANNUAL
2. ACTS AND STATUTES

- 3.
- 4.
- 5.

'A' Category Parameters (High Importance)

| Sr. No | Parameters | Requirements | Rating Scale | Score | Qualitative Observations/Remarks |
|--------|--|--|---|-------|--|
| 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 | 0 | INFORMATION NEEDS TO BE DISCLOSED |
| 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 | 1 | INFORMATION NEEDS TO BE DISCLOSED ALSO IN THE MANUAL |
| 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 | 1 | SAME AS ABOVE |

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|---|---|---|---|---|
| 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 | 1 |
| 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 | |

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|---|---|---|---|---|
| 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 | 2 |
| 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 | |
| 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 | 1 |

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|---|---|--|---|-----|
| 10 | Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)] | Provide reasons for its administrative or quasi-judicial decisions to affected persons | At all times: 2 Sometimes: 1 Never: 0 | 1 |
| CATEGORY SCORE (A) [Sum of Scores across all A Category parameters] | | | | 10 |
| Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters | | | | 18 |
| CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100 | | | | 56% |

B' Category Parameters (Medium Importance)

| Sl. 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)] | <ul style="list-style-type: none"> Title and nature of the record / manual / instruction Gist of contents | <ul style="list-style-type: none"> Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0 | 1 | |
| 4 | Categories of documents held by the authority under its control [Section 4(1) (b) (vi)] | <ul style="list-style-type: none"> Title of the document Category of document Custodian of the document | <ul style="list-style-type: none"> Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0 | 0 | |
| 5 | Information available in electronic form [Section 4(1) (b) (xiv)] | <ul style="list-style-type: none"> Details of information available in electronic form Name/title of the document/record/other information Location where | <ul style="list-style-type: none"> Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0 | 0 | the manual should be clear which part of the website provides for the disclosure of the particular parameter. |
| 6 | Particulars of facilities available to citizens for obtaining information [Section 4(1) (b) (xv)] | <ul style="list-style-type: none"> Name & location of the facility Details of information made available Working hours of the facility Contact Person & contact details (phone, fax) | <ul style="list-style-type: none"> Fully disclosed: 2 Partially disclosed: 1 Not disclosed: 0 | 0 | same as above |

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| 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 | 1 | |
| CATEGORY SCORE (B) [Sum of Scores across all B Category parameters] | | | | 6 | |
| Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters | | | | 16 | |
| CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100 | | | | 37.50% | |

C' Category Parameters (Low Importance)

| Sl. No. | Parameters | Requirements | Rating Scale | Score | Qualitative Observations/Remarks |
|---------|--|---|---|-------|----------------------------------|
| 1 | 1 | 2 | 3 | 4 | 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 | 1 | |

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|---|--|---|---|---|--|
| 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 | 1 | |
| 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 | 1 | powers and functions all should be disclosed |
| 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 | 0 | |

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| 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 | 1 |
| CATEGORY SCORE (C) [Sum of Scores across all C Category parameters] | | | | 6 |
| Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters | | | | 14 |
| CATEGORY PERCENTAGE (C) [Total Score (C) / Maximum Score Possible] x 100 | | | | 43.00% |

| Generating the Final Score & Grade for the Public Authority | | | | |
|---|-----------------------|---|----------------|-----------------------------|
| Sr. No. | PERCENTAGE 1 | PERCENTAGE OBTAINED 2 | WEIGHTAGE 3 | WEIGHTED PERCENTAGES 2*3 |
| 1 | A Category Parameters | 56 | 0.5 | 28 |
| 2 | B Category Parameters | 37.5 | 0.3 | 11.25 |
| 3 | C Category Parameters | 43 | 0.2 | 8.6 |
| | | FINAL SCORE (Sum of Weighted Percentages across A, B & C Categories) | | 47.85 |
| | | GRADE | | C |

ANY OTHER OBSERVATIONS / REMARKS

THE MANUAL NEEDS TO BE UPDATED

WHEN SEEKING FOR A PARTICULAR INFORMATION, THE MANUAL DIRECTS TO HEADS AND STATUTES.
IT SHOULD BE REMEMBERED THAT IN WHICH PAGE OF THE ACTS AND STATUTES ARE THE