



Speed Post  
केन्द्रीय विद्यालय संगठन (मुख्यालय)  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली-110016

Kendriya Vidyalaya Sangathan (Hqrs.),  
18, Institutional Area, Shaheed Jeet Singh Marg,  
New Delhi – 110016

दूरभाष: 26855532, फैक्स :26514179

ईमेल: [sopickvs@gmail.com](mailto:sopickvs@gmail.com).

वेबसाइट: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

फा.11011/6-4/2017-केविसं (मु.)/पीआईसी/16890

दिनांक: 21.12.2017

विषय:- भारतीय कानून संस्थान (डीम्ड युनिवर्सिटी), नई दिल्ली द्वारा आयोजित मानव संसाधन विकास मंत्रालय की पारदर्शिता लेखापरीक्षा रिपोर्ट।

मुझे उपरोक्त विषय पर कार्यालय ज्ञापन संख्या 6/1/2013 / जेएस (कानून) / कॉपी पत्र के साथ कार्यालय ज्ञापन सं 11014/4/2017-आईएफसी / आरटीआई दिनांक 1 दिसंबर, 2017 की एक प्रति के साथ अग्रेषित करने का निर्देश दिया गया है। सुश्री अंजलि आनंद श्रीवास्तव, केन्द्रीय सूचना आयोग के सचिव, कक्ष सं 295, द्वितीय तल, अगस्त क्रांति भवन, भिकाजी कामा प्लेस, नई दिल्ली से 21 नवंबर, 2017 को टीए / सीआईसी-वॉल्यूम III की तहसील यानी पारदर्शिता लेखापरीक्षा रिपोर्ट भारतीय कानून संस्थान (डीम्ड युनिवर्सिटी) नई दिल्ली द्वारा संकलित सार्वजनिक प्राधिकरण (एमएचआरडी-वी) ने एमएचआरडी से प्राप्त पत्र पत्र नंबर के माध्यम से प्राप्त किया। एफ.17-149 / 2017 / यूटी -2 दिनांकित 08.12.2017 (कॉपी संलग्न) जिसमें केविसं को 'डी' ग्रेड दिया गया है क्योंकि केविसं वेबसाइट को नियमित रूप से अद्यतन नहीं किया गया है।

उपरोक्त को ध्यान में रखते हुए आपसे अनुरोध किया जाता है कि आप किसी भी संबंधित शाखाओं, केविसं वेबसाइट पर अपलोड की गई जानकारी और सूचना, जन सूचना प्रकोष्ठ को सूचित करें, ताकि सुधार / जोड़ के बाद दस्तावेजों की जांच करी जा सके एवं तत्पश्चात 2 जनवरी 2018 तक जन सूचना प्रकोष्ठ द्वारा आगे की कार्यवाही की जा सके एवं के.सू.आ. और मानव संसाधन विकास मंत्रालय को अवगत कराया जा सके।

*l mh*  
21-12-2017  
(नीलम)

सहायक आयुक्त (प्रशासन)के.सू.आ./ज.सू.प्र.

संलग्नक: यथोपरि।

वितरण:-

1. सभी अनुभाग अधिकारी, केविसं (मु.), नई दिल्ली को सूचनार्थ एवं अनुपालनार्थ।
2. सभी सहायक आयुक्त/उपायुक्त, केविसं /जसूअ, क्षेत्रीय कार्यालयों व आंचलिक शिक्षा एवं प्रशिक्षण संस्थान को उपरोक्त के अनुपालन हेतु।
3. सभी उपायुक्त, केविसं, क्षेत्रीय कार्यालय एवं सभी निदेशक आंचलिक शिक्षा एवं प्रशिक्षण संस्थान अर्थात् प्रथम अपीलीय अधिकारी, सभी क्षेत्रीय कार्यालय एवं आंचलिक शिक्षा एवं प्रशिक्षण संस्थान को उपरोक्त के अनुपालन हेतु।
4. सभी केजसूअ एवं प्रथम अपीलीय अधिकारी, केविसं(मु.), को सूचनार्थ एवं अनुपालनार्थ।
5. कमिश्नर के निजी सचिव, केविसं(मु.), नई दिल्ली को सूचनार्थ।
6. अपर आयुक्त(शैक्षिक) के निजी सचिव, केविसं(मु.), नई दिल्ली को सूचनार्थ।



*Speed Post*  
केन्द्रीय विद्यालय संगठन (मुख्यालय)  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
नई दिल्ली-110016

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वेबसाईट: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

NO.F.11011/6-4/2017-KVS (Hqrs.)/PIC/ 16890

Dated: .12.2017

**Subject:- Transparency Audit Report of MHRD conducted by the Indian Law Institute (Deemed University), New Delhi**

I am directed to forward herewith a copy of Office Memorandum No. 11014/ 4/ 2017-IFC/RTI dated 01st December 2017 on the subject mentioned above alongwith a copy of DO letter No. 6/1/2013/JS (Law)/TA/CIC-Vol.III dated 21st November 2017 from Ms. Anjali Anand Srivastava, Secretary, Central Information Commission, Room No. 295, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi with its enclosure i.e. Transparency Audit Report of Public Authorities (MHRD-V) compiled by the Indian Law Institute (Deemed University) New Delhi received from the MHRD vide their letter no. F.17-149/2017/UT-2 dated 08.12.2017 (copy enclosed) in which KVS has been given 'D' grade since KVS website is not updated regularly.

In view of the above you are requested to check the documents for correction/addition, if any of concerned branches, the information uploaded on the KVS website and inform the Public Information Cell so that CIC and MHRD will be informed about the action taken by the KVS latest by 2<sup>nd</sup> January 2018.

*Neelam.*  
20-12-2017  
(Neelam)

Assistant Commissioner (Admn)CIC/PIC

Enclosure:- As above

Distribution:-

1. All Section Officers, KVS (Hqrs), New Delhi for information and necessary action.
2. All Assistant Commissioners/Deputy Commissioners of KVS /PIO's of RO's and ZIET's for similar action.
3. All Deputy Commissioners, KVS, Regional Offices and All Directors ZIETs i.e 1<sup>st</sup> Appellate Authorities of RO's and ZIET's for similar action.
4. All CPIO's and 1<sup>st</sup> Appellate Authority of KVS (Hqrs.) for information and necessary action.
5. DC(Acad) (EDP), KVS (Hqrs.) for information with the request to upload on KVS website.
6. P.S to Commissioner, KVS (Hqrs.) New Delhi for information, please.
7. P.S to Addl. Comm. (Acad) KVS (Hqrs.) for information, please.

F. No. 17-149/2017/UT-2

Government of India

Ministry of Human Resource Development

Department of School Education & Literacy

UT-2 Section

\*\*\*\*\*

Ground Floor, B-Wing,

Shastri Bhavan, New Delhi – 110001

Dated 5<sup>th</sup> December 2017

To,

The Commissioner,  
Kendriya Vidyalaya Sangathan,  
18, Institutional Area,  
Shaheed Jit Singh Marg,  
New Delhi – 110016

**SUBJECT: TRANSPARENCY AUDIT REPORT OF MHRD CONDUCTED BY THE INDIAN LAW INSTITUTE (DEEMED UNIVERSITY) NEW DELHI.**

Sir,

I am directed to forward herewith a copy of Office Memorandum No. 11014/4/2017-IFC/RTI dated 1<sup>st</sup> December 2017 on the subject mentioned above alongwith a copy of DO letter No. 6/1/2013/JS (Law)/TA/CIC-Vol.III dated 21<sup>st</sup> November 2017 from Ms. Anjali Anand Srivastava, Secretary, Central Information Commission, Room No. 295, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi with its enclosure i.e. Transparency Audit Report of Public Authorities (MHRD-V) compiled by the Indian Law Institute (Deemed University) New Delhi.

2. The Kendriya Vidyalaya Sangathan is requested to check the document for correction/addition, if any, and inform to the CIC directly under intimation to this Section at the earliest.

Yours faithfully,

*This is the  
audit of  
authority ->  
KVSangathan. nic is*

(V.B. HARIHARAN)

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

TEL: 23381434

ENCL: AS ABOVE

*DC/EDP  
VAC (Action) RTI*

*TS*

37-311/2017  
4587/10/m  
12 DEC 2017  
14/12/17  
13/12

JCF/In

3203/17 (5/10/17)

10/12  
19/12/17

14 DEC 2017  
2956/m

Delhi

5687/16  
18/12

32046/3914/17 (Date)  
10/17

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

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

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:-  
1.12  
DS(UT)  
DS(Sch)  
US(SS)/Sch

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, MSRVP, 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, IAS, NCRI & UGC
5. JS (P & ICC) in r/o Auroville Foundation, IITs & NUEPA
6. EA (HE) in r/o NCMEI

F-TS -  
318340

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

Pl open a new file  
obtain inputs from KVS/NVS &  
put up the  
11.12.17

US/UT-2  
SOTU-3  
11/12/17

अजलि अनांद श्रीवास्तव  
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 माधो मुनिराव  
नई दिल्ली-110067  
CENTRAL INFORMATION COMMISSION  
Baba Gangnath Marg, Munirka  
New Delhi-110067

Dated 21/11/2017

Dear *Shri 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 Vol.II 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 some time. 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

*Anjali Anand Srivastava*  
(Anjali Anand Srivastava)

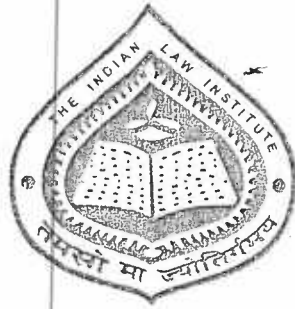
Sh. Kewal Kumar Sharma,  
Secretary,  
M/o HRD, D/o Higher Education,  
Room No.128C-Wing, Shastri Bhawan,  
New Delhi-110001.

*Shri Sharma/MS meera*

*US/RTI*  
*1. Pl. check if we can get soft copy of this report from CIC to the institute as per the format (except AS-CU as per the format) send to the institute as per the format. If you don't get soft copy of the report, send it to the institute as per the format.*

*23/11*

*SO (RTI)*  
*20/11/2017*



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

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-V**. 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: Kendriya Vidyalaya Sangathan - <http://kvsangathan.nic.in/>  
 Address : 18, Institutional Area, Shaheed Jeeb Singh Marg, New Delhi, Delhi 110016  
 Documents Referred: (List documents referred for the audit)

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

'A' Category Parameters (High Importance)

Sl. No.	Parameter	Requirement	Rating	Score	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	2	
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	1	MANY INFORMATION NOT AVAILABLE
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	1	
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	



<p>Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]</p>	<p><input type="checkbox"/> Total Budget for the Public Authority  <input type="checkbox"/> Budget for each agency and plan &amp; 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</p>	<p><input type="checkbox"/> Fully disclosed: 2  <input type="checkbox"/> Partially disclosed: 1  <input type="checkbox"/> Not disclosed: 0</p>	<p>0</p>
<p>7 Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]</p>	<p><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.)</p>	<p><input type="checkbox"/> Fully disclosed: 2  <input type="checkbox"/> Partially disclosed: 1  <input type="checkbox"/> Not disclosed: 0</p>	<p>0</p>
<p>Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]</p>	<p><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</p>	<p><input type="checkbox"/> Fully disclosed: 2  <input type="checkbox"/> Partially disclosed: 1  <input type="checkbox"/> Not disclosed: 0</p>	<p>0</p>
<p>Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]</p>	<p><input type="checkbox"/> Publish all relevant facts while formulating important policies or announcing decisions which affect public</p>	<p>At all times: 2          Sometimes: 1          Never: 0</p>	<p>0</p>
<p>Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]</p>	<p><input type="checkbox"/> Provide reasons for its administrative or quasi-judicial decisions to affected persons</p>	<p>At all times: 2          Sometimes: 1          Never: 0</p>	<p>0</p>

CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]	5
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters	20
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100	25%

**'B' Category Parameters (Medium Importance)**

1	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"> <li>• Electronic format</li> <li>• Printed format</li> </ul>	Information Manual available in: • 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"> <li>• Free or</li> <li>• At a reasonable cost of the medium</li> </ul>	Cost at which available: • 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	
	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	1	
	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	
	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	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	

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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"/> 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]				4	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				16	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100				25.00%	

**'C' Category Parameters (Low Importance)**

Sr. No.	Parameters	Requirements	Rating Scale	Score	Qualitative Observations/Remarks
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	

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	2
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
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
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 officer	<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			14
Sum of Maximum Scores across all applicable parameters			14
CATEGORY PERCENTAGE (C)			
Total Score (C) / Maximum Score Possible] x 100			85.71%

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### Generating the Final Score & Grade for the Public Authority

1	PERCENTAGE	PERCENTAGE OBTAINED	WEIGHTAGE	WEIGHTED PERCENTAGES
		25	0.5	12.5
1	A Category Parameters			
		25	0.3	7.5
2	B Category Parameters			
		85.71	0.2	17.14
3	C Category Parameters			
FINAL SCORE [Sum of Weighted Percentages across A, B & C Categories]				
GRADE				B

ANY OTHER OBSERVATIONS / REMARKS

THERE ARE MANY INFORMATIONS NOT UPDATED IN THE MANUAL.

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Name of Public Authority being audited: National Council of Educational Research & Training - [http://www.ncert.nic.in/organisation/disclo\\_rti/disclo\\_un\\_rti.html](http://www.ncert.nic.in/organisation/disclo_rti/disclo_un_rti.html)  
 Address : Near and Mother International School, Sri Aurobindo Marg, Adchini, New Delhi, Delhi 110016

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
3. THERE IS NO HANDBOOK
- 4.
- 5.

'A' Category Parameters (High Importance)

Sl. No.	Parameters 1	Requirements 2	Rating Scale 3	Score 4	Qualitative Observation / 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	

Norms for discharge of functions [Section 4(1) (b) (iv)]	<ul style="list-style-type: none"><li><input type="checkbox"/> Nature of functions/services offered</li><li><input type="checkbox"/> Norms/standards for functions / service delivery</li><li><input type="checkbox"/> Time-limits for achieving the targets</li><li><input type="checkbox"/> Reference document prescribing the norms</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Fully disclosed: 2</li><li><input type="checkbox"/> Partially disclosed: 1</li><li><input type="checkbox"/> Not disclosed: 0</li></ul>	0
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"><li><input type="checkbox"/> Total Budget for the Public Authority</li><li><input type="checkbox"/> Budget for each agency and plan &amp; programmes</li><li><input type="checkbox"/> Proposed expenditures</li><li><input type="checkbox"/> Revised budget for each agency, if any</li><li><input type="checkbox"/> Report on disbursements made and place where the related reports are available</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Fully disclosed: 2</li><li><input type="checkbox"/> Partially disclosed: 1</li><li><input type="checkbox"/> Not disclosed: 0</li></ul>	0
Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<ul style="list-style-type: none"><li><input type="checkbox"/> Name of the programme or activity</li><li><input type="checkbox"/> Objective of the program</li><li><input type="checkbox"/> Procedure to avail benefits</li><li><input type="checkbox"/> Duration of the programme/scheme</li><li><input type="checkbox"/> Physical and financial targets of the program</li><li><input type="checkbox"/> Nature/scale of subsidy/amount allotted</li><li><input type="checkbox"/> Eligibility criteria for grant of subsidy</li><li><input type="checkbox"/> Details of beneficiaries of subsidy program (Number, profile etc.)</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Fully disclosed: 2</li><li><input type="checkbox"/> Partially disclosed: 1</li><li><input type="checkbox"/> Not disclosed: 0</li></ul>	0