

Annexe-I

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/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully Met ✓
		(ii) Head of the organization	Fully Met ✓
		(iii) Vision, Mission and Key objectives	Fully Met ✓
		(iv) Function and duties	Fully Met ✓
		(v) Organization Chart	Fully Met ✓
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met ✓

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शिक्षण प्रशिक्षण बोर्ड (दक्षिण क्षेत्र)
BOARD OF APPRENTICESHIP TRAINING (SR)
सी.आई.टी. अहाता / CIT CAMPUS
सरमणि, चेन्नै - 600 113.
TARAMANI, CHENNAI - 600 113.

26/06/2020

Vijay Shanker Bhaty
Dy. Director

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Fully Met ✓
		(ii) Power and duties of other employees	Fully Met ✓
		(iii) Rules/ orders under which powers and duty are derived and	Fully Met ✓
		(iv) Exercised	Fully Met ✓
		(v) Work allocation	Fully Met ✓
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully Met ✓
		(ii) Final decision making authority	Fully Met ✓
		(iii) Related provisions, acts, rules etc.	Fully Met ✓
		(iv) Time limit for taking a decisions, if any	Fully Met ✓
		(v) Channel of supervision and accountability	Fully Met ✓
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully Met ✓
		(ii) Norms/ standards for functions/ service delivery	Fully Met ✓
		(iii) Process by which these services can be accessed	Fully Met ✓
		(iv) Time-limit for achieving the targets	Fully Met ✓
		(v) Process of redress of grievances	Fully Met ✓
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Fully Met ✓
		(ii) List of Rules, regulations, instructions manuals and records.	Fully Met ✓
		(iii) Acts/ Rules manuals etc.	Fully Met ✓
		(iv) Transfer policy and transfer orders	Not Applicable ✓

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1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met ✓
		(ii) Custodian of documents/categories	Fully Met ✓
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.	Fully Met ✓
		(ii) Composition	Fully Met ✓
		(iii) Dates from which constituted	Fully Met ✓
		(iv) Term/ Tenure	Fully Met ✓
		(v) Powers and functions	Fully Met ✓
		(vi) Whether their meetings are open to the public?	Not Applicable
		(vii) Whether the minutes of the meetings are open to the public?	Fully Met ✓
		(viii) Place where the minutes if open to the public are available?	Fully Met ✓
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully Met ✓
		(ii) Telephone , fax and email ID	Fully Met ✓
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	Fully Met ✓
		(ii) System of compensation as provided in its regulations	Fully Met ✓

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	Fully Met ✓
		(ii) Address, telephone numbers and email ID of each designated official.	Fully Met ✓
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	Fully Met ✓
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met ✓
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Fully Met ✓
		(ii) Efforts to encourage public authority to participate in these programmes	Fully Met ✓
		(iii) Training of CPIO/APIO	Fully Met ✓
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met ✓
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Not Applicable ✓

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30/06/2020
Vijay Shankar Koley
Dy. Director

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	Fully Met ✓
		(ii) Budget for each agency and plan & programmes	Fully Met ✓
		(iii) Proposed expenditures	Fully Met ✓
		(iv) Revised budget for each agency, if any	Fully Met ✓
		(v) Report on disbursements made and place where the related reports are available	Fully Met ✓
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Fully Met ✓
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Fully Met ✓
		(iii) Information related to procurements a) Notice/tender enquires, and 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.	Fully Met ✓

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	Not Applicable ✓
		(ii)	Objective of the programme	Not Applicable ✓
		(iii)	Procedure to avail benefits	Not Applicable ✓
		(iv)	Duration of the programme/ scheme	Not Applicable ✓
		(v)	Physical and financial targets of the programme	Not Applicable ✓
		(vi)	Nature/ scale of subsidy /amount allotted	Not Applicable ✓
		(vii)	Eligibility criteria for grant of subsidy	Not Applicable ✓
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable ✓
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	Not Applicable ✓
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable ✓
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	Not Applicable ✓
		(ii)	For each concession, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	Not Applicable ✓
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		Not Met ✓

Verified by *Shankar*

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BOARD OF APPRENTICESHIP TRAINING (SR)
सी.आई.टी. अहोरा / CIT CAMPUS
तरमणि, चेन्नै - 600 113.
TARAMANI, CHENNAI - 600 113.

Shankar
30/06/2020
Vijay Shanker Rndy
Dy. Director

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	Arrangement for consultations with or representation by the members of the public	Not applicable ✓
		(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	
		(ii) Arrangements for consultation with or representation by	Not applicable
		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	
	[Section 4(1)(b)(vii)]	Public- private partnerships (PPP)	Not Applicable
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable

[F No 1/6/2011-IR
dt. 15.04.2013]

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BOARD OF APPRENTICESHIP TRAINING (SR)
सी.आई.टी. अहमदाबाद / CIT CAMPUS
तारामणि, चेन्नै - 600 113.
TARAMANI, CHENNAI - 600 113.

3/06/2020
Vijay Shanker Pandey
Dy. Director

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	Not Applicable
		(ii) Outline the Public consultation process	Not Applicable
		(iii) Outline the arrangement for consultation before formulation of policy	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Fully Met ✓
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully Met ✓
		(ii) Printed format	Fully Met ✓
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Fully Met ✓
		(ii) At a reasonable cost of the medium	Fully Met ✓

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शिक्षमाण प्रशिक्षण बोर्ड (वर्षीय क्षेत्र)
BOARD OF APPRENTICESHIP TRAINING (SR)
सी.आई.टी. अकादमी / CIT CAMPUS
तरमणि, चेन्नै - 600 113.
TARAMANI, CHENNAI - 600 113.

30/06/2020
Vijay Shankar Panicker
Dy. Director

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	Fully Met ✓
		(ii) Vernacular/ Local Language	Fully Met ✓
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Fully Met ✓
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met
		(ii) Name/ title of the document/record/ other information	Fully Met
		(iii) Location where available	Fully Met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully Met
		(ii) Details of information made available	Fully Met
		(iii) Working hours of the facility	Fully Met
		(iv) Contact person & contact details (Phone, fax email)	Fully Met

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30/06/2020
Vijay Shanker Pandey
Dej. Director

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Fully Met
		(ii) Details of applications received under RTI and information provided	Fully Met
		(iii) List of completed schemes/ projects/ Programmes	Fully Met
		(iv) List of schemes/ projects/ programme underway	Fully Met
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Met
		(vi) Annual Report	Fully Met
		(vii) Frequently Asked Question (FAQs)	Not Met
		(viii) Any other information such as	Fully Met
		a) Citizen's Charter	Fully Met
		b) Result Framework Document (RFD)	Fully Met
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	Fully Met
		(ii) Details of appeals received and orders issued	Fully Met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully Met

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30/06/2020
Vijay Shanker Pandey
By Director

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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Fully Met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not Met
		(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	Not Met

30/06/2020
Vijay Shanker Ramtey
Jy. Director

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		Fully Met ✓
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not Met ✓

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31/06/2020

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TARAMANI, CHENNAI - 600 113.

Vijay Shanker Pandey
Dy Director