Chapter – 4

**Bangalore Development Authority**

The Bangalore Development Authority [BDA] is an institution created by the Government of Karnataka. It is one of the oldest institutions involved in development of Bangalore by way of acquiring lands, forming layouts, maintaining parks and civic amenity spaces, etc. The BDA is also empowered to give permission for formation of layouts by house- building cooperative societies. The BDA was earlier known as City Improvement Trust Board (CITB). The BDA was constituted in January 1976 under an act of the State Legislature, namely the Bangalore Development Authority Act, 1976. Basically BDA performs planning and development functions.

The BDA as an urban development body is very closely connected with the public and has a great responsibility in providing information to the public. But the pro-active disclosure manual of BDA is totally inadequate and it appears that it has not been prepared to provide information to the people, but just to comply with the requirements of the RTI Act. The Manual as available on its website was accessed on 16th October 2011. It is observed that the Manual of an important organisation like BDA is just 16 pages including the directory of the employees in the Head Office.

The proactive disclosure manual or handbook of any public authority should normally start with a brief historical background about its origin, growth, etc. Thereafter the vision and mission statement of the public authority should find mention in the manual. The logo of the State Government along with the logo of the public authority (if different) should be printed on the first page. A preface or introduction written by the head of the public authority explaining in brief the purpose of the manual should form part of the manual. It should be signed and dated and the place of issue mentioned. Though the manual need not contain the provisions of the RTI Act, it is additional information that may be included to assist information seekers. An overview of the RTI Act highlighting the procedure to be followed for obtaining information, the amount to be remitted, etc., should be included in the manual.

However the BDA Manual as available on its website does not contain any of this information. Even the address, telephone numbers, etc., of the BDA is not mentioned in the Manual. The contents of the Manual as available on the website of the BDA have been evaluated as per the methodology explained in previous chapters.

**‘A’ Category Indicators (High Importance)**

As per the Audit Methodology, TEN indicators have been identified for evaluating ‘A’ Category. The Manual of BDA is evaluated against these indicators.

**1.**  **Language of the Manual**

It is essential that the proactive disclosure should be both in English and in the vernacular. However the proactive disclosure of BDA is in English only.

**Recommendation: The Manual should be prepared in Kannada and hosted on the website, besides making it available through other means. Web users should be able to download the Kannada Nudi font. A link to this font may be given in the BDA website.**

**2**. **When was the Manual updated?**

There is no information about when the Manual was updated. The RTI Act requires the public authority to update the Manual annually.

**Recommendation:** The BDA should take suitable action to update the Manual at least once in a year. However if major changes occur, the Manual should be updated whenever such changes occur. It is recommended that the Manual be updated regularly and the date of updation indicated in the website.

**3.**  **Dissemination of information**

The BDA has not taken any steps to disseminate the contents of the Manual except hosting it on its website. Efforts were made to obtain a copy of the Manual from the Public Information Officer, BDA. However it was given to understand that what is available on the website is final and the same may be downloaded. The researchers, who visited the BDA, did not find the Manual either on the notice boards or in the Head Office or its divisional offices.

**Recommendation:** The BDA should take steps to put up a notice board and display the details of the PIO/APIO, Appellate Authorities, the details of the official from whom a hard copy of the Manual can be obtained, its cost, etc. to be displayed in the website as well as in the notice board of the BDA and its offices.

**4**. **Procedure followed in decision making**

The decision-making process in a public authority is crucial for promoting transparency. Under Section 4(1)(b)(iii) of the RTI Act, public authorities are required to publish the ‘procedure followed in the decision-making processes including channels of supervision and accountability’. This requirement is included in order to overcome a specific problem citizens face in the course of their interaction with the authorities/case workers. The ignorance on the part of the citizens about the rules and regulations and the chain of decision-making has lead to corruption and bribery. Hence it is important that the decision-making process is explained in the Manual.

But the BDA Manual does not provide any information about how decisions are taken and who decides what. It merely says that policy matters are presented by the Commissioner before the BDA, headed by the Chairman. The BDA performs several functions and each of them has a different decision-making procedure. But the Manual does not give any information to assist the citizen how decisions are taken and how transparent they are.

**Recommendation:** One of the major activities of BDA is the allotment of sites to citizens. How decisions are taken while allotting sites may be described. It is recommended that the BDA should list out all the activities it does and identify the procedures in vogue and also the designations of officials involved in taking decisions for each of the activities and include them in the Manual.

**5**. **Norms for discharge of functions**

Under this head, public authorities are expected to publish the details of the services rendered by them, the procedure to be followed, the documents to be submitted, the periodicity and time limits within which the service will be delivered, the standards of service delivery, the responsibilities of the officials who are designated to provide the service, etc. The norms are akin to Citizens’ Charters. Norms are standards against which accountability in the decision-making process may be demanded. In the absence of norms every action is likely to be coloured by arbitrariness.

However the BDA Manual merely says that the discharge of normal functions is governed under the provisions of the BDA Act 1976 and the Karnataka Town and Country Planning Act. It would be too much for the citizens to know the provisions of the BDA Act or any other piece of legislation being followed by BDA.

**Recommendation:** The BDA Manual should include the Citizens’ Charter and also provide links to the various laws/legislation it is bound to follow. Each of the functions of the BDA are to be identified and listed out. Further the BDA has to evolve norms for these functions. For example the BDA issues Absolute Sale Deed to those who have been allotted sites. Though this is a regular function, the norms to be followed, the time frame, the fees to be paid, the documents to be submitted, etc., is not codified.

**6**. **Budget allocated for each agency including all plans, proposed expenditures and disbursements made, etc**.

Information about the budget allocated to the public authority and how it is proposed to be spent should be made known to the public. Fiscal transparency builds confidence among the citizenry and they will be able to monitor proper use of the taxpayers’ money. Though the Central and State Budgets are available easily, the same is not the case with budgets for local institutions. For instance, the budget allocated to the district hospital, police station or a government-owned educational institution is rarely made public. The intention of the law-makers in including this provision is to ensure that local people know how much money is allocated to their village, taluk, district, etc. and for what purpose.

The Government of Karnataka has introduced the Monthly Programme Implementation Calendar (MPIC) which requires each of the public authorities to prepare the monthly budget, financial and physical progress for each of the schemes. It also reveals the performance or non-performance of the public authority. More information about MPIC is available at: <http://www.kar.nic.in/finance/mpic/planmon.htm>. The MPIC should also be hosted on the website. However neither the Manual nor the website of BDA contains the MPIC.

**Recommendation:** The BDA should prepare its budget in a form understandable by the common man. The budget allocation made to BDA, its disbursements and expenditures made during the last two to three years is to be redrawn Division/Sub-division-wise and hosted on the website. Further it should be included in the Manual.

**7.** **Manner of execution of subsidy programmes**

The Manual says that BDA does not undertake any subsidy program. Hence this item of the Manual is not applicable to BDA. However it is observed that the BDA has several schemes for the welfare of the poor and weaker sections of the society. For example sites and houses are allotted to the Economically Weaker Sections / Low-Income Categories.

**Recommendation:** The BDA should provide all details regarding its subsidized housing schemes for the EWS/LIG, the criteria of eligibility, the manner of application, and also the list of beneficiaries provided the benefits during the previous two to three years.

8. **Particulars of recipients of concessions, permits or authorizations granted**

The proactive disclosure Manual should reflect the particulars of various concessions, permits etc. granted along with the eligibility criteria, the documents to be furnished and other details. The Manual is silent on this issue. It merely states that this does not apply to BDA.

The BDA gives permits and give sanctions for formation of layouts. It also provides licenses and sanctions plans for building houses/apartment complexes. It could also be entering into contracts with private construction firms for construction, etc.

**Recommendation:** The BDA has to include the list of recipients of permissions for formation of layouts, of licences and plans sanctioned, of contracts entered into in the Manual.

9. **Are important policies or decisions which affect public informed to them**

**[Sec 4(1)(c)]**

10**. Are reasons for administrative or quasi-judicial decisions taken**

**communicated to the affected persons [Sec 4(1)(D)]**

The Manual does not contain the above two categories of information. However it is observed that the BDA prepares the Comprehensive Development Plan, zoning regulations, changes land use, acquires land from private owners for formation of layouts, constructs fly-overs and other infrastructure, etc. It also notifies land acquisition for development purposes and also denotifies them. Certainly the BDA should have formulated a scheme/procedure to inform the public in general while formulating these policies, programmes and projects and those affected by such acquisition/notification/denotification and also give the rationale for such decisions.

**Recommendation:** BDA should identify the issues – plans, policies, projects, zoning regulations, changes in land use, land acquisition notifications and denotifications, that need to be communicated to the public and affected persons as and when such occasions arise, and also give the rationale for these administrative or quasi-judicial decisions. The procedure developed in the BDA to inform the public is to be included in the Manual.

**‘B’ Category Indicators (Medium Importance)**

Under this category EIGHT indicators have been identified against which the Manual is evaluated.

**1**. **Form of accessibility of information Manual**

The manual containing the proactive disclosure needs to be made available to the citizens. Easy accessibility is the hallmark of transparency. The Manual of BDA is not available easily. Nor is it available in printed form. The only source is the internet. It cannot be assumed that the general public is internet-savvy. Other measures, such as establishing information kiosks, printing hard copies, etc., need to be undertaken to make the manual easily available.

**2.** **Whether the Manual is available free**

Since the Manual is not available in any other form, except in the website, the question whether it is free of cost or not does not arise.

**3**. **Rules, Regulations, instructions etc. used by the Public Authority**

Public Authorities are supposed to follow several rules, regulations, instructions and other legal instruments for discharging their day-to-day obligations. These rules and regulations provide a benchmark to evaluate whether the public authorities are functioning as per the legal framework prescribed. Hence the RTI Act requires the public authorities to disclose the list of rules, regulations etc. which they are supposed to follow. The public can monitor the functioning of public authorities by using this information.

The Manual of BDA has listed out the rules and regulations, manuals and records held by it. However the Manual does not inform who holds these documents and how a citizen can access it.

**Recommendation:** The Manual should provide information in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of the Rules/Regulations/documents | Name of the official who holds the documents | Procedure to be followed to access the documents |
|  |  |  |  |

**4.** **Categories of documents held by the authority under its control**

Under this clause the Public Authorities are required to list out the categories of documents held by it under its control. Though the public authorities cannot list out all the documents, those that are of public importance and that which has a bearing on the services provided to the public are to be listed out and published. The BDA Manual contains the list of registers, books and other documents. However the information is incomplete in the sense that it does not indicate who holds or controls which document and how the public can access it.

**Recommendation:** The information about the categories of documents held by BDA should be provided in the following format:

|  |  |  |
| --- | --- | --- |
| No. | Category of the document | Designation and address of the custodian (held by/under the control of whom) |
|  |  |  |

**5**. **Information available in electronic form**

This clause and Section 4(1)(A) of the RTI Act are interlinked. While this clause requires the public authority to inform the public about the documents/information available in electronic form, Section 4(1)(A) requires the public authority to catalogue and index the records and host it on the website. The Manual of BDA says that information in electronic form is available in its website.

However the website contains only a few items like site allotment details, budget, property tax, land acquisition details, etc.

**Recommendation:** The Manual should be updated / redrafted by including details of information available in electronic form. The following format is suggested.

|  |  |  |
| --- | --- | --- |
| Electronic format | Contents or title | Designation and address of the custodian of information (held by whom) |
| Compact disc, Email, Internet | Register of complaints, citizens charters, projects, budget,  list of BDA properties, CA sites, etc. | Name of the official who holds this information |

**6**. **Particulars available for citizens for obtaining information [Sec 4(1)(b)(xv)]**

Public Authorities are required to put in place a system where information is provided through various means. It is not that citizens have to follow the RTI route to obtain information. Using RTI Act should be a last resort of the citizen. The BDA Manual says that most of the information is available on its website and also in all its divisional offices. Further it says that information is also made available in E-Pragati Kiosks at the head office and some divisional offices.

**Recommendation:** Public authorities can install sufficient notice boards, print booklets giving the essential details of Section 4.1.b,c,and d and make them available at every PIO’s office, use ICT to send messages, open ‘May I Help’ counters, fix up a particular time for officials to meet the public, etc. Keeping ‘Suggestion’ and ‘Complaint’ Boxes at strategic places is another way of getting to know what people want.

7. **Any other information as may be prescribed [Section 4(1)(b)(xvii)]**

8. **Details regarding receipt & disposal of RTI application**

The Manual under review does not contain information on the above issues.

It is reported that the BDA is one of the public authorities in the state of Karnataka to have received a large number of applications under the RTI Act. It is also a fact that most of the appeals before the Karnataka Information Commission [KIC] is against the BDA.

**Recommendation:** The information about the number of RTI applications received, disposed off, nature of information sought, appeals, penalties levied, etc. should be included in the Manual. This is not a difficult proposition since the BDA is required to submit annual reports to the Urban Development Department to facilitate the KIC to prepare its report. A copy of the same may be included in the Manual.

**‘C’ Category Indicators (Low Importance)**

Under this category SEVEN indicators have been identified against which the Manual is evaluated.

1. **Particulars of its organisation, functions and duties [Sec 4(1)(b)(i)]**

Under this clause the Public Authority is required to disseminate information about the structure of the organisation, its functions, objectives, duties and responsibilities, etc. A copy of the Organisation Chart can be a supporting document. It is observed that the BDA Manual contains the particulars of the organisation, functions and also the organisation chart. However the vision and mission statements are missing.

**Recommendation:** The Manual should contain the Vision Statement, Mission Statement along with a brief historical background. The list of the Board of Directors should also be mentioned under the head.

2. **Powers and duties of its officers & employees [Sec 4(1)(b)(ii)]**

The BDA Manual says that the Commissioner is the chief executive and administrative officer of the organisation and will delegate his powers to subordinate officers. The information provided is too short and a citizen will not be able to know exactly the powers of each of the officials. The intention of the RTI Act under this section is to make public aware of the full and complete authority and responsibilities of each of the officials in the public authority.

**Recommendation:** The powers of all the officials are classified under administrative, statutory and financial categories and explained in detail. Surely the BDA might have framed its Delegation of Powers [DoP]. An abstract of the DoP should be included in the Manual. It would be ideal if the DoP is made available in electronic form and linked to the Manual.

3. **Consultation with or representation of the public in policy formulation** **or**

**implementation [Sec 4(1)(b)(vii)]**

The Manual says that the programmes and policies of BDA are formulated by the Authority in consultation with its 19 members and eight non-official members. It also says that preparation and revision of Master Plan is widely disseminated and the public consulted before arriving at a decision.

**Recommendation:** The display of the Comprehensive Development Plan is done at the head-office or at a centralized location and not at ward level. Every plan, scheme, project should be displayed and discussed with the affected community at the local level. It is noted that though inputs are invited from the public after the draft Master Plan has been prepared, inputs of citizens are not invited ***before*** formulating the plan. Also, no reasoned justification is given for accepting or rejecting the citizens’ inputs given after the Plan is formulated.

4. **Boards, councils, committees & other bodies constituted [Sec 4(1)(b)(vii)]**

The Manual says that the committees constituted under the BDA Act take decisions on the designated subjects and sittings are held at regular intervals. It also says that these meetings are NOT open to public participation. Nevertheless, all the proceedings of the committees and the BDA are public documents and are available to the public.

However, the experience of citizens in accessing documents/information from BDA has a different story to tell. None of the proceedings of the committees are available on the website of BDA. A cross-section of the RTI applicants to the BDA has expressed displeasure about the implementation of RTI Act in BDA.

**Recommendation:** The BDA should frame proper regulations about the constitution and functioning of the councils, committees, etc. A public disclosure policy needs to be put in place.

5. **Directory of officers and employees [Sec 4(1)(b)(ix)] and**

6. **Monthly remuneration received by officers and employees including**

**system of compensation [Sec 4(1)(b)(x)]**

The Manual contains the directory of the officials and employees. But the list is not comprehensive and does not cover all the employees. Further, the directory does not contain employees of subdivisions of the public authority.

**7. Names, designation and other particulars of Public Information Officers [Sec 4(1)(b)(xvi**)]

The names of the Public Information Officers and Appellate Authorities are provided in the Manual.

**Grading Methodology**

|  |  |  |
| --- | --- | --- |
| GRADES | FINAL SCORE | WHAT DOES IT MEAN |
| A | 81% - 100% of  Maximum possible | Highly transparent and RTI compliant |
| B | 61% - 80%  of Maximum possible | Reasonably transparent and RTI compliant |
| C | 41% - 60%  of Maximum possible | Limited transparency and compliance with RTI |
| D | 0-40% of  Maximum possible | Poor levels of transparency and compliance with RTI |

**Evaluation Result**

The proactive disclosure Manual of Bangalore Development Authority, Bangalore, has been evaluated. [Annexure – 1] The Manual has secured a total weighted percentage of **32.00** and accordingly given **‘D’** grade. It means that the Manual is poor in terms of transparency and compliance with RTI.

**ANNEXURE - 1**

**EVALUATION PROFORMA**

**Name of the Public Authority being Audited/Evaluated**

Bangalore Development Authority, T.Chowdaiah Road, Bengaluru – 560 020

**Documents Referred:**

Proactive Disclosure as available on the website (**‘A’ Category Indicators (High Importance)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 1 | Language in which Information Manual/Handbook available | * English * Vernacular | * Both in English and Vernacular: 2 * In one language only: 1 * Not available: 0 | 1 |  |
| 2 | When was the information Manual Handbook last updated | * Annual updation | * During last 1 year:2 * More than 1 year: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  [Sec 4(3)] | * Notice boards, newspapers, public announcements, internet etc | * At least two means of communication:2 * Only one means of communication:1 * No means of communication: 0 | 1 |  |
| 4 | Procedure followed in decision making process [Sec 4(1)(b)(iii)] | * Process of decision making * Final decision-making authority * Related provisions, acts, rules, etc. * Time-limit for taking a decision, if any * Channels of supervision & accountability | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 5 | Norms for discharge of functions [Sec 4(1)(b)(iv)] | * Nature of functions, services offered * Norms/standards for functions/service delivery * Time-limits for achieving the targets * Reference document describing the norms | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 6 | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made, etc.  [Sec 4(1)(b)(xi)] | * Total budget for the public authority * Budget for each agency * Revised budget, if any * Report on disbursements made and place where the related reports are available | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |
| 7 | Manner of execution of subsidy programmes  Sec [4(1)(b)(xii)] | * Name of the program * Objective of the program * Procedure to avail benefit * Duration of the scheme * Physical and financial targets of the program * Eligibility criteria for grant of subsidy * Details of beneficiaries of subsidy program | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |
| 8 | Particulars of recipients of concessions, permits or authorizations granted by the public authority  [Sec 4(1)(b)(xiii)] | * Concessions, permits or authorizations, granted by public authority * For each concession, permit or authorization granted * Eligibility criteria * Procedure for getting the concession/grant and or * permits or authorizations | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | * Name and address of the recipients given concessions/permits or authorizations * Date of award of concessions/permits or authorizations |  |  |  |
| 9 | Are important policies or decisions which affect public informed to them?  [Sec 4(1)(c)] | * Publish all relevant facts while formulating important policies or announcing decision which affect public | * At all times: 2 * Sometimes:1 * Never: 0 | 1 |  |
| 10 | Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Sec 4(1)(d)] | * Provide reasons for its administrative or quasi judicial decisions to affected persons | * At all times: 2 * Sometimes: 1 * Never: 0 | 0 |  |
| Category Score (A)  (Sum of Scores across all A Category parameters) | | | | 4  4 |  |
| Maximum possible Category Score  Sum of maximum scores across all ‘applicable parameters’  Category Percentage (A)  [Total Score (A)/Maximum Score Possible] X 100 | | | | 18  22 |  |

**‘B’ Category Parameters (Medium Importance)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 1 | Form of accessibility of information Manual / handbook | * Electronic format * Printed format | * In both formats:2 * In one format only:1 * Not available:0 | 1 |  |
| 2 | Whether information Manual/handbook available free of cost | * Free or * At a reasonable cost of the medium | 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 | * Title and nature of the record/manual/instruction * Gist of contents | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 4 | Categories of documents held by the authority under its control | * Title of the document * Category of document * Custodian of the document | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 2 |  |
| 5 | Information available in electronic form | * Details of information available in electronic form * Name/title of the document * Location where available | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 6 | Particulars of facilities available to citizens for obtaining information | * Name and location of the facility * Details of information made available * Working hours of the facility * Contact person and contact details (Tel, fax etc) | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 7 | Such other information as may be prescribed under Section 4(1)(b)(xvii) | * Citizens Charter * Grievance Redressal Machinery * Details of applications received under RTI Act * List of completed schemes, projects, programs | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | * List of schemes, projects, programs underway * Details of all contracts entered into including name of the contractor, amount of contact and period of completion of contract * Any other information |  |  |  |
| 8 | Receipt & disposal of RTI applications | * Details of applications received under RTI and information provided | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |
| Category Score (B)  (Sum of Scores across all B Category parameters) | | | | 7 |  |
| Maximum possible Category Score  Sum of maximum scores across all ‘applicable parameters’  Category Percentage (B)  [Total Score (B)/Maximum Score Possible] X 100 | | | | 16  44 |  |

**‘C’ Category Parameters (Low Importance)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 1 | Particulars of its organisation, functions and duties | * Name and address of the organisation * Head of the organisation * Key objectives * Functions and duties * Organisation chart * Any other details | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 2 | Powers and duties of its officers and employees | * Powers and duties of officers (administrative, financial and judicial) * Powers and duties of other employees * Rules/orders under which powers and duties are derived | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 3 | Particulars of any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof | * Relevant rule, circular etc * Arrangement for consultation with or representation by the members of the public in policy formulation /policy implementation | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |
| 4 | Boards, councils, committees and other bodies constituted as part of the public authority | * Powers and functions * Whether their meetings are open to the public? * Whether the minutes of the meeting are open to the public * Place where the minutes if open to public are available? | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |
| 5 | Directory of officers and employees | * Name and designation * Telephone, fax and email ID | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 6 | Monthly remuneration received by officers and employees including system of compensation | * Name and designation of the employee * Monthly remuneration * System of compensation as provided by its regulations | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |
| 7 | Names, designations and other particulars of public information officers | * Name and designation of the PIO, APIO and AA * Address, telephone numbers and email ID of each designated official | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 2 |  |
| Category Score [C]  [Sum of scores across all C category parameters] | | | | 5 |  |
| Maximum Possible Category Score  Sum of Maximum Scores across all ‘applicable’ parameters | | | | 14 |  |
| Category Percentage [C]  Total score[C]/maximum Score Possible] X 100 | | | | 38 |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Percentage | Percentage  Obtained | Weightage | Weighted  Percentages |
|  | 1 | 2 | 3 | [2 X 3] |
| 1 | A Category Parameters | 22 | 0.5 | 11 |
| 2 | B Category Parameters | 44 | 0.3 | 13 |
| 3 | C Category Parameters | 38 | 0.2 | 8 |
| Final Score  [Sum of weighted percentages across A, B & C Categories] | | | | 32 |
| GRADE | | | | **D** |