Chapter – 6

**Department of Food, Civil Supplies & Consumer Affairs**

The Department of Food, Civil Supplies and Consumer Affairs [FCS&CA] is an important organ of the Government. The main function of this department is to ensure availability of food and certain other essential commodities to the people. The department is in charge of the Public Distribution System and is also entrusted with promoting consumer awareness among the public. Since the FCS&CA department has the responsibility of distribution of ration cards, supply of food grains to the people living below the poverty line, it has an obligation to inform and educate the citizens about the various schemes of the Government. Hence implementing the provisions of the RTI Act is crucial for this department. The department of FCS&CA has uploaded the proactive disclosure manual as required by the RTI Act 2005.

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 in 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, 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 followed for obtaining information, the amount to be remitted, etc., should be included in the manual.

However the FCS&CA Manual as available on its website does not contain any of this information. Though the Manual appears to have been prepared during 2009-10 the exact date is not mentioned. Besides it does not indicate when the Manual was updated. The contents of the Manual as available on the website of the department of FCS&CA have been evaluated as per the methodology explained in previous chapters.

The FCS&CA department has FIVE sections/divisions and the manuals are prepared separately for each of these sections/divisions. The following are the sections/divisions for which separate manuals are available:

* Administrative Section
* Finance and Accounts Section
* Akshaya Kosha
* Office of the Joint Director (Food, Civil Supplies & Consumer Affairs)
* Office of the Deputy Director (Food, Civil Supplies & Consumer Affairs)
* Office of the Deputy Director (Human Resources)

Though the efforts of the department of FCS&CA in drawing up the Manual separately for five divisions is to be appreciated, the contents and the methodology adopted are not in line with the requirements of the RTI Act. The information provided is too sketchy and does not give any useful information to the common reader.

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

As per the Audit Methodology TEN indicators have been identified for evaluating A Category. The Manual of 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 FCS&CA is available in Kannada only.

**Recommendation:** The Manual needs to be prepared in English also and hosted on the website, besides making it available through other means.

**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 periodically. On inquiry over phone it was given to understand that the Manual for the year 2010-2011 is under preparation and will be hosted on the website soon.

**Recommendation:** The FCS&CA 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 FCS&CA department has made arrangements to disseminate the information. Copy of the Manual is available on payment of cost as per the RTI Act. But the manual is not displayed in any of the offices, including the head office, of the FCS&CA department.

**Recommendation:** The FCS&CA should take steps to put up a notice board and display the details of the PIO/APIO and Appellate Authorities and also the highlights of the Manual. The details of the official from whom a hard/soft copy of the Manual can be obtained, the cost etc. to be displayed in the website as well as in the notice board of the department and its offices. The department officials must be informed that RTI Manual should be made available on request and there is no necessity for citizens to ask for a copy only through the RTI Act.

**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 FCS&CA Manual does not provide any information about how decisions are taken and who decides what. It merely gives the list of a few officials and the nature of duties that they are expected to perform. The department is involved in various activities and each of these activities involves a decision-making process at different levels. For example the FCS&CA department takes decision to allot food grains or give license for opening a fair-price shop, etc. The decision-making process in each of these activities are to be documented in the Manual.

**Recommendation:** The FCS&CA department needs to make a list of its important functions and duties and identify the procedure to be followed in the decision-making process for each of these and the officials involved in the decision-making process. A summary of this process is to be incorporated in the manual. The object of this section of the Manual is to provide the citizen with full and accurate information as to how decisions are made at each step and the citizen is able to identify the officials who take the decisions.

**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 time limits within which the service will be delivered, 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 Manual is silent on this aspect. It has listed out some designations and says that the officials are expected to complete the task assigned to them on the same day. This does not meet the requirements of the RTI Act nor will this bring any transparency in the functioning of the department.

**Recommendation:** The FCS&CA department 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 department is to be identified and listed out. Further the department has to evolve norms for these functions. The department has already published its Citizens’ Charter. It is recommended that the charter is incorporated in the Manual.

**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 taxpayer’s 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>. However, neither the Manual nor the website of FCS&CA contains the MPIC.

Though the Manual contains the details of budget of the FCS&CA Department, it does not indicate to which year the budget pertains. Since the Manual is for the year 2009-10, it is presumed that the budget is for the corresponding year.

**Recommendation:** The department should prepare its budget in a form understandable by the common man. The budget allocation made to the department of FCS&CA is to be redrawn Division/Sub-division-wise and hosted on the website. The actual budget and expenditure for the previous year and the expected expenditure for the current year also need to be given on the website. Further it should be included in the Manual. The MPIC should also be hosted in the website.

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

The Manual is silent on the above issue. Though the FCS&CA department is one of the largest agencies in implementing subsidy programmes like supply of kerosene and food grains to BPL, Antyodaya, Annapoorna, and APL households, the Manual does not provide any information on this issue. It simply says that food grains are being supplied to the BPL households.

**Recommendation:** The details of various subsidy programmes, the BPL, Antyodaya, Annapoorna, APL etc., the criteria for determining the poverty line and eligibility for these various schemes, the manner of applying for them, the list of beneficiaries (GP and ward-wise) and the budget allocated by the government for these need to be prepared in detail and incorporated in the Manual. It also needs to publicise the lists of applicants for various ration cards, subsidy schemes and services and the status of the applications. If the information is too large, it may be prepared as a separate annexure or links provided to the digitized lists already available.

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

The FCS&CA department outsources the preparation of BPL cards, issues licences for running ration shops, etc. The Manual is silent on this issue.

**Recommendation:** 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. All such licenses, permits, authorisations, MoUs, PPP agreements, lists of licence-holders of ration-shops (GP/ward-wise), etc. should be included in the Manual and hosted on its website or links provided to the same.

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 FCS&CA department fixes the poverty lines, revises norms and lists for BPL, APL, etc., revises quantities or prices of food grains or kerosene to be issued, etc. The Manual does not contain the above two categories of information.

**Recommendation:** The department needs to identify the requirements under these Sections that it has to follow and list these out in the Manual. All such decisions should be communicated to the affected public *while* formulating these policies or decisions and the rationale or reasons for the same made known to the affected public.

**‘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 the FCS&CA department is not available easily. Nor is it available in printed form. The only source is the internet.

**Recommendation:** The department needs to rewrite the entire Manual both in English and Kannada and publish it for public consumption. It should be made available to citizens at every ration shop and sub-divisional office. Consideringthe important functions that this department is executing, it is essential that an expert body or task force is constituted to prepare the Manual.

**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.

**Recommendation:** Once the Manual is made available in printed form at every ration shop/sub-divisional office, whether it is available free or not needs to be specified here.

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

Public Authorities are supposed to follow several Rules, Regulations, instructions, circulars, GOs 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, manuals, circulars, GOs, etc. which they are supposed to follow. The public can monitor the functioning of public authorities by using this information.

The Manual has listed out the rules and regulations, manuals, circulars, GOs 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  /manuals/circulars/GOs | Name of the official who holds the documents | Procedure to be followed to access the documents | Gist of document |
|  |  |  |  |  |

**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. The public authorities have to list out all documents held by them under Section 4.1.a and cannot list out all the documents under this section, those that are of public importance and those which have a bearing on the services provided to the public are to be listed out and published. The 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 FCS&CA needs to be provided in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Category of the document | Title 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 the FCS&CA department says that information in electronic form is available on its website. Though the website contains some information, it needs to be updated and made user-friendly.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Electronic format | Contents or title | Designation and address of the custodian of information (held by whom) |
|  | Hard disk, Compact disc, Email, Internet | For eg.,  Register of complaints, citizens charters, projects, budget, lists of ration-card holders, BPL/APL, lists of ration shops, inspection reports, adalat reports | 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 Manual of FCS&CA department does not contain this item.

**Recommendation:** FCS&CA needs to install sufficient notice boards, use ICT to send messages, open ‘May-I-Help?’ counters, information kiosks, fix up a particular time for officials to meet the public, provide the list of information available in the form of citizens’ charters, pamphlets, booklets, etc., and inform where and how citizens can access these. 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**

**Details regarding receipt & disposal of RTI applications**

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

**Recommendation:** The information about the number of RTI applications received, disposed off, nature of information sought, appeals, penalties levied, etc. can be included in the Manual. This is not a difficult proposition since the FCS&CA department is required to submit annual reports to the Secretariat of the 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. The Manual should contain the Vision Statement, Mission Statement along with a brief historical background. The required information and organisation chart is included in the Manual. However the vision and mission statements are missing. So also the brief historical introduction about the department is not available.

**Recommendation:** The department needs to cull out from its records the historical growth of the department, its objectives, mission and vision statements and include an introductory section in the Manual.

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

The list of officials based on their post is listed out in the Manual along with their duties. But it is too general and vague. For example it is stated that the vehicle driver has to drive the vehicle as directed by the officials. In case of other officials also, the delineation of duties is almost same. The information provided is too short and a citizen will not be able to know exactly the powers and duties of each of the officials. The intention of the RTI Act under this section is to make public the full and complete authority and responsibilities of each of the officials in the public authority. A citizen should be able to identify any lapse on the part of the official in executing his duties and hold him accountable.

**Recommendation: The powers and duties of all the officials need to be classified under administrative, statutory and financial categories and explained in detail. Besides, the Delegation of Powers of the department should also be explained in the Manual.**

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

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

One of the objectives of RTI Act is to promote active participation of the citizens in the activities of the public authority. The larger goal of RTI is to enhance citizen participation in governance. The success of such participation depends on the initiatives of the public authority in constituting advisory committees, task force, working groups, etc., through which citizens can participate. From the manual of this department it appears there is no such mechanism. The Manual categorically states that there is no such mechanism.

**Recommendation: The FCS&CA department has the formal mechanism of the ‘vigilance committee’ attached to each ration shop which facilitates people’s participation in the running of the ration shop. The manner of constituting these committees, their roles and responsibilities, etc., need to be included in the Manual. The department has also developed some informal mechanism to promote public participation. For instance the department calls for a meeting to elicit opinions of civil society and NGOs with regard to celebrating the World/National Consumer Day every year. The department organizes public hearings and Ahara Adalats regularly. The details of these activities may be included in the Manual.**

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

The Consumer Affairs wing of the Department has mentioned that the department has three types of councils/committees, i.e., the State Consumer Protection Council, the District Consumer Protection Council and the State Consumer Welfare Fund. However merely giving the name of the council/committee is not sufficient.

**Recommendation: It is recommended that the following information be provided:**

* **Name of the council/committee/fund**
* **Authority under which it is constituted**
* **Eligibility criteria for becoming a member**
* **Duties and responsibilities/functions of the members**
* **Whether elected or nominated**
* **Whether the public has the right to participate in the meetings**
* **Whether the minutes of the meeting is accessible by the public**

**The same details regarding the committees may also be given for Section 41b(vi) above**

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 and their remuneration.

**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 Complaint |
| B | 61% - 80%  of Maximum possible | Reasonably transparent and RTI Complaint |
| 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 the Department of Food, Civil Supplies and Consumer Affairs, Government of Karnataka, Bangalore. [Annexure – 1] The Manual has secured a total weighted percentage of **32** 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**

Department of Food, Civil Supplies & Consumer Affairs, Cunningham Road, Bangalore-560052

**Documents Referred:**

1. Proactive Disclosure as available on the website

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | 0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | 0 |  |
| 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 | 1 |  |
| 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 concessions, 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 | 0 |  |
| 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) | | | | 3 |  |
| Maximum possible Category Score  Sum of maximum scores across all ‘applicable parameters’  Category Percentage (A)  [Total Score (A)/Maximum Score Possible] X 100 | | | | 20  15% |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Parameter** | **Requirement** | **Rating Scale** | **Score** | **Remarks** |
| 1 | Form of accessibility of information Manual / handbook | * Electro ic 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 | 1 |  |
| 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) | | | | 6 |  |
| Maximum possible Category Score  Sum of maximum scores across all ‘applicable parameters’  Category Percentage (B)  [Total Score (B)/Maximum Score Possible] X 100 | | | | 16  37% |  |

**‘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 | 2 |  |
| 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 | 1 |  |
| 5 | Directory of officers and employees | * Name and designation * Telephone, fax and email ID | * Fully disclosed: 2 * Partially disclosed: 1 * Not disclosed: 0 | 1 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | 2 |  |
| 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] | | | | 9 |  |
| Maximum Possible Category Score  Sum of Maximum Scores across all ‘applicable’ parameters | | | | 14 |  |
| Category Percentage [C]  Total score[C]/maximum Score Possible] X 100 | | | | 64% |  |

## 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 | 15 | 0.5 | 8 |
| 2 | B Category Parameters | 37 | 0.3 | 11 |
| 3 | C Category Parameters | 64 | 0.2 | 13 |
| Final Score  [Sum of weighted percentages across A, B & C Categories] | | | | 32 |
| GRADE | | | | **D** |