Chapter – 7

**Department of Health and Family Welfare**

The Department Health and Family Welfare [DH&FW] of any government has an important role to play in delivery of health service. In a country like ours where majority of the population depend on state health care service, the department has the responsibility to ensure timely delivery of service. The health of the nation depends on the health of its citizens. The Government of Karnataka, like other state governments, allocates huge amount for health service. Access to health care depends not only on financial resources, but on availability of information about the various health schemes. The DH&WF consists of the Secretariat, the Health Directorate and the Public Health Institute. Each of these authorities has published separate Manuals. However the Manual of the Secretariat is taken for this evaluation.

Though the RTI Act came into force from 12th October 2005, public authorities were required to publish the pro-active disclosure Manual within 120 days from June 2005. But it is observed that the DH&FW of Government of Karnataka (GoK) has taken **SIX** years to publish this important information. The DH&FW has published the Manual on 29th June 2011 vide its letter No.HFW 60 R & 1 2011. Yet the Manual does not provide full information as required by the RTI Act 2011.

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 the 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 DH&FW Manual as available on its website does not contain any of this information.

 **‘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 DH&WF is available in English only.

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

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

The RTI Act requires the public authority to update the Manual periodically. There is no information about when the Manual was updated. It appears that the Manual has not been updated even for once after it was hosted in the website in 2006.

**Recommendation:** The DH&FW needs to take suitable action to update the Manual at least once in a year indicating the date when it was updated.

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

The DH&FW has not taken any steps to disseminate the contents of the Manual. It is not available on the notice boards or a copy available for cost. It is understood that the Manual is supplied against RTI application.

**Recommendation:** The department needs to take steps to put up a notice board and display the details of the PIO/APIO and Appellate Authorities and also the Manual. The details of the official from whom the Manual can be obtained, the cost, etc., need 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.

However the Manual of the DH&FW does not indicate in clear terms the procedure followed in decision making. It appears that those who prepared the Manual have not understood the requirements of this section of the RTI Act. The Manual simply states that each of the officials should carry out the allotted work. For every officer it says that ‘he has to oversee the files and carefully submit them with course of action…’

The intention of including this requirement in the RTI Manual is that by a mere reading the citizen should be able to know how decisions are made and who is taking the decision and whether it is in order.

**Recommendation:** The H&FW department needs to make a list of its important functions and duties and identify the procedure to be followed and 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 so that the citizen understands the procedures and need not spend his time and energy in identifying the official who takes a decision.

**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. **The Manual is drafted so badly that the contents under ‘procedure followed in decision making’ is repeated under ‘norms for discharge of functions’**.

**Recommendation:** The H&FW department Manual needs to include the Indian Public Health Standards which it is bound to follow in the setting up and running of PHCs, their sub-centres, CHCs, taluk and district hospitals, in terms of the population criteria, infrastructure, manpower, equipment, drugs, it is required to have. 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. If the department has published the Citizens’ Charter the same may be 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 Manual does not provide any information about the budget allocation.

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 H & FW contains the MPIC.

**Recommendation:** The department needs to prepare its budget in a form understandable by the common man. The budget allocation made to the department of H&FW is to be redrawn Division/Sub-division-wise and hosted on the website. Further it should be included in the Manual. The department has to give full details of budget and actual expenditure for the previous year, its budget and proposed expenditure for the current year. The MPIC should also be hosted in the website. The details need to be provided under the following heads: Name of the scheme/head, activity, date of commencement of the activity, date of completion as per plans and actual date of completion, amount proposed and sanctioned, amount released and amount actually spent

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

It is mentioned in the Manual that the department does not execute any programme with subsidy component. This is surprising as the department has several subsidy schemes for BPL families, pregnant and lactating women, such as the Janani Suraksha Yojana, Prasuthi, Madilu, Thayi-Shishu, etc., as well as health insurance schemes for the poor, such as the Aryogshree, Vajpayeeshree schemes, etc. which may contain subsidy component. The department also runs the various National Health Programmes which surely have a subsidy component.

**Recommendation:** The department needs to provide details of all its subsidy schemes for the poor, the eligibility criteria, the process of applying for them, the amount of subsidy and benefits, and also the list of beneficiaries of these schemes.

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

The proactive disclosure Manual should reflect the particulars of various concessions, permits, authorizations, etc., granted along with the eligibility criteria, the documents to be furnished and other details. ‘Authorisation’ can be understood to mean any licence, lease, contract, MoU, PPP, etc. The Manual says that the department does not provide such concessions, permits or authorizations. However this may not be true.

It is observed that the Government of Karnataka has enacted the Regulation of Private Hospitals and Clinical Establishments Act. No hospital, diagnostic laboratory, etc., can function without a license granted by the H&WF department. The department may be giving several maintenance contracts for its hospital equipment, agreements for the supply of drugs, etc. Cleaning and security services for hospitals may be outsourced to private parties.

**Recommendation: I**t is essential that the Manual should include the details of the Act and the licenses issued to run private hospitals, permits etc. granted, the validity period etc. the list of contracts and contractors delivering various services, etc. need to given under this section.

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.

**Recommendation:** The department needs to identify the requirements under the above sections that it has to follow and list out in the Manual. (Please see introductory chapter for more details.)

**‘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 H&FW department is not available easily. Nor it is 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. Considering the important functions that this department is executing, it is essential that an expert body or task force is constituted to prepare the Manual as per the requirements of the RTI Act. A perusal of the Manual’s prepared by other states like Tamil Nadu, Delhi etc. will give enough ideas as to what the Manual is to contain.

**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, GOs, circulars 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 has listed out the rules, regulations and records held by it. However the Manual does not inform who holds these documents and how a citizen can access it.

It is recommended that the Manual provide information in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of the Rules/Regulations/documents/Manuals/GOs/circulars | 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 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 department needs to provide the information about the categories of documents held by H&FW 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 H&FW department says that information in electronic form is available in its website. Though the website contains some information, it needs to be updated and made user-friendly.

**Recommendation:** It is recommended that the Manual 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 beneficiaries | 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 H&FW department does not contain this item. It merely says that the Department does not have public library facilities.

**Recommendation:** Public authorities can run information facilitation counters, open ‘May I Help?’ counters, public relations office, single-window counters, etc., which act as information kiosks; install sufficient notice boards, use ICT to send messages, etc. The Manual should contain, the details of these facilities, their timings and the list of information material available, for eg., posters, pamphlets, brochures, booklets, guides, citizens’ charters, etc. Where and how citizens can access theseshould be mentioned in this manual. The department can also 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**

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

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

**Recommendation: T**he 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 H&FW 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 typist is in charge of the typing work in the section. 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 so that he/she can be held accountable. A citizen should be able to identify any lapse on the part of the official in executing his duties.

 **Recommendation:** The department needs to ensure that the powers of all the officials are 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 does not provide any information on this issue. However, the department is also required to establish Rogi Kalyan Samitis (Arogya Raksha Samitis) with people’s participation in every hospital.

**Recommendation:** The department should provide details of Arogya Raksha Samitis, how they are constituted, the eligibility criteria, their roles and responsibilities, manner of functioning, and the list of members of these committees. The department should provide similar details of any advisory committees, task forces, etc. set up to assist the department.

4. **Boards, councils, committees & other bodies constituted as part of the public authority [(Sec 4(1)(b)(vii)]**

There is no mention of this section in the Manual.

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.

**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 Health and Family Welfare, Government of Karnataka, Bangalore has been evaluated[Annexure – 1] The Manual has secured a total weighted percentage of **36** 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 Health and Family Welfare, Vikas Soudha, Dr.Ambedkar Veedhi, Bangalore-560001

**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
 | NA |  |
| 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
 | NA |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | * 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) | 2 |  |
| Maximum possible Category ScoreSum of maximum scores across all ‘applicable parameters’Category Percentage (A)[Total Score (A)/Maximum Score Possible] X 100 | 1625% |  |

**‘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
 | 0 |  |
| 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
 | 2 |  |
| 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 ScoreSum of maximum scores across all ‘applicable parameters’Category Percentage (B)[Total Score (B)/Maximum Score Possible] X 100 | 1637% |  |

**‘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
 | 1 |  |
| 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
 | 2 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 ScoreSum 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 | WeightedPercentages |
|  | 1 | 2 | 3 | [2 X 3] |
| 1 | A Category Parameters | 25 | 0.5 | 12 |
| 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] | 36 |
| GRADE | **D** |