

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	District Court Farrukhabad at Fatehgarh Pin-209601 Fax Number- 05692-234290 Office Phone- 05692-297371
		(ii) Head of the organization	DISTRICT JUDGE, FARRUKHABAD
		(iii) Vision, Mission and Key objectives	Copy enclosed (Annexure-1)
		(iv) Function and duties	Copy enclosed
		(v) Organization Chart	Copy enclosed(Annexure-2)

		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	The District Courts were created by various acts and statutes
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	The officers exercise judicial powers and administrative powers to run the Court.
		(ii) Power and duties of other employees	To assist the Court in discharge of judicial work.
		(iii) Rules/ orders under which powers and duty are derived and	Code of Civil Procedure Criminal Procedure Code NDPS Act SC/ ST Act EC Act POCSO Criminal Statutes
		(iv) Exercised	Yes
		(v) Work allocation	The work of the Judicial Officers is determined by the respective statutes
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Every Court is independent to decide the matters before it. However, the administrative control is of Hon'ble Allahabad High Court and the District Judge
		(ii) Final decision making authority	N/A
		(iii) Related provisions, acts, rules etc.	N/A

	(iv) Time limit for taking a decisions, if any	No such limit is prescribed
	(v) Channel of supervision and accountability	Filing of Cases -> Scrutiny -> Admisssion -> Transfer -> Decision of the Court

1.4	Norms discharge functions [Section 4(1)(b)(iv)]	for of	(i) Nature of functions/ services offered	The function are regulated under the provision the various criminal and civil statutes
			(ii) Norms/ standards for functions/ service delivery	
			(iii) Process by which these services can be accessed	
			(iv) Time-limit for achieving the targets	As in Para 1.3 (iv) above
			(v) Process of redress of grievances	On priority basis. If required inspections are also conducted.
1.5	Rules, regulations, instructions manual records discharging functions [Section 4(1)(b)(v)]	and for	(i) Title and nature of the record/ manual /instruction.	Civil and Criminal Statutes
			(ii) List of Rules, regulations, instructions manuals and records.	
			(iii) Acts/ Rules manuals etc.	

		(iv) Transfer policy and transfer orders	Hon'ble Allahabad High Court undertakes transfer of the judicial officers and the other staff is transferred by the District Judge
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Case Files of the pending and decided cases
		(ii) Custodian of documents/categories	Concerned Court and the Record Room
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section	(i) Name of Boards, Council, Committee etc.	The Committees make recommendation to the District Judge to assist him in the performance of the administrative work
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	

	4(1)(b)(viii)]	(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	List enclosed (Annexure-3)
		(ii) Telephone , fax and email ID	List enclosed
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Copy enclosed(Annexure-4)
		(ii) System of compensation as provided in its regulations	Not applicable
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Copy enclosed (Annexure-5)
		(ii) Address, telephone numbers and email ID of each designated official.	Copy enclosed
1.11	No. Of employees	No. of employees against whom disciplinary	Copy enclosed (Annexure-6)

	against whom Disciplinary action has been proposed/ taken (Section 4(2))	action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	NA
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Provisions of RTI Act / Rules are strictly followed Provisions of RTI Act / Rules are strictly followed Provisions of RTI Act / Rules are strictly followed Govt. Of India Department Of Personal and Training guideline on the issue are strictly followed
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Hon'ble Allahabad High Court undertakes the transfer of the judicial officers

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	N/A
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	<ul style="list-style-type: none"> (i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	NONE
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and 	Government policies in this regard are strictly followed

			d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	of of	(i) Name of the programme of activity	NA (No subsidy is given)
			(ii) Objective of the programme	NA
			(iii) Procedure to avail benefits	NA
			(iv) Duration of the programme/ scheme	NA
			(v) Physical and financial targets of the programme	NA
			(vi) Nature/ scale of subsidy /amount allotted	NA
			(vii) Eligibility criteria for grant of subsidy	NA
			(viii) Details of beneficiaries of subsidy programme (number, profile etc)	NA
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]		(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	N/A
			(ii) Annual accounts of all legal entities who are provided grants by public authorities	1. N/A
2.5	Particulars of recipients of		(i) Concessions, permits or authorizations granted by public authority	There is no recipient of concessions

concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients	Not applicable
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		given concessions/ permits or authorizations d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	N/A

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	N/A
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by	N/A

		RTI applicants	
		Public- private partnerships (PPP)	NA
		(i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	NA
		(iii) Concession agreements.	NA
		(iv) Operation and maintenance manuals	NA
		(v) Other documents generated as part of the implementation of the PPP	NA
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	NA
		(vii) Information relating to outputs and outcomes	NA
		(viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		(ix) All payment made under the PPP project	NA
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	N/A
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	N/A
		(iii) Outline the arrangement for consultation before formulation of policy	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	e-mail, postal service and website
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	N/A
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	N/A

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	N/A
		(ii) Vernacular/ Local Language	N/A
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	N/A
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	N/A
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	District Court Farrukhabad at Fatehgarh Pin-209601 Fax Number- 05692-234290 Office Phone- 05692-297371
		(ii) Details of information made available	As may be required by the individual concerned

		(iii) Working hours of the facility	9:30 am to 6:00 pm
		(iv) Contact person & contact details (Phone, fax email)	District Court Farrukhabad at Fatehgarh Pin-209601 Fax Number- 05692-234290 Office Phone- 05692-297371
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Appellate Authority
		(ii) Details of applications received under RTI and information provided	Enclosed (Annexure-7)
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not applicable
		(vi) Annual Report	Not applicable
		(vii) Frequently Asked Question (FAQs)	Not applicable
		(viii) Any other information such as	Not applicable
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
	c) Six monthly reports on the		
	d) Performance against the		

		benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	As in Annexure-7 above
		(ii) Details of appeals received and orders issued	Enclosed (Annexure-8)
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Not applicable

5. Information as may be prescribed

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Annexure No. 5
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	No such audit has been done
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		In pursuance of section 4 (1)(b) RTI Act, 2005 necessary disclosure has been placed on the council website
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Under process
