

### Central Silk Board, Bangalore

Sub : Third Party Audit in respect of Proactive Disclosure under RTI for MoT Website – reg.

Name of the Public Authority being audited : **Ministry of Textiles**, Govt. of India, New Delhi.

Website : **www.texmin.nic.in**

The Proactive Disclosures under RTI in MoT website is audited w.r.to the guidelines published in Gazette No 25 Dt 21 June 2005 by Computer Cell of Central Silk Board, Bangalore and the following observations are submitted :

Sl. #	Particulars	Requirements	Observations / Remarks
Information to be disclosed under Section 4(1)(b) of RTI Act			
1	<b>Section 4. b. i.</b> Particulars of its organisation, functions and duties;	<ul style="list-style-type: none"> <li>Name of the organization</li> <li>Head of the organization</li> <li>Key Objectives</li> <li>Functions and duties</li> <li>Organization chart</li> <li>Link to branches/Regional centres</li> </ul>	Yes Yes Citizens charter needs updation (Last update 2015) Yes Yes
2	<b>Section 4. b. ii.</b> Powers and duties of its officers and employees;	<ul style="list-style-type: none"> <li>Powers and duties of officers</li> <li>Rules / orders under which powers and duties are derived and exercised. To be laid down in easy and understandable manner</li> </ul>	Yes Yes
3	<b>Section 4. b. iii.</b> Procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> <li>Process and channel for decision making-decision making charts / flow chart</li> <li>Final decision making authority</li> <li>Flow chart explaining the process of decision making.</li> <li>Related provisions, acts, rules etc.</li> <li>Time limit for taking a decision, wherever applicable</li> <li>Delegation of Power - Rules / procedures</li> <li>Major output / tangible results / services / goods</li> </ul>	Yes  Yes Yes  Yes  Yes
4	<b>Section 4. b. iv.</b> Norms set by it for the discharge of its functions;	<ul style="list-style-type: none"> <li>Nature of functions / services offered</li> <li>Norms standards for functions / service delivery</li> <li>Process by which these services can be accessed</li> <li>Process of redressal of grievance</li> <li>Reference document prescribing the norms</li> </ul>	Yes Yes  Yes  Yes, Updation required. Yes
5	<b>Section 4. b. v.</b> Rules, regulations, instructions, manuals and	<ul style="list-style-type: none"> <li>Title and nature of the record/ manual/ instruction</li> <li>The Acts/ Rules/manuals, Office memorandum etc</li> </ul>	Yes  Yes

	records, held by it or under its control or used by its employees for discharging its functions;		
6	<b>Section 4. b. vi.</b> Statement of the categories of documents that are held by it or under its control;	<ul style="list-style-type: none"> <li>Title of the documents</li> <li>Category of documents</li> <li>RFD, Strategic plan and TUFs</li> </ul>	Yes Yes Yes, needs updation
7	<b>Section 4. b. vii.</b> Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	<ul style="list-style-type: none"> <li>Relevant rule, circular etc for consultation.</li> <li>Arrangement adopted for consultation with or representation by the members of the public in the functional areas of the organization.</li> <li>Days or time specified for visitors</li> </ul>	Yes  No arrangement  N A
8	<b>Section 4. b. viii.</b> Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	<ul style="list-style-type: none"> <li>Names of the Boards, Councils, Committees etc.</li> <li>Powers and functions</li> <li>Whether their meetings are open to the public</li> <li>Link to the source where the minutes if open to the public are available and the process of access by the common citizen.</li> </ul>	Yes  No No  Links given to concerned websites.
9	<b>Section 4. b. ix.</b> Directory of its officers and employees;	<ul style="list-style-type: none"> <li>Name, designation and Division</li> <li>Location, Telephone (both office &amp; Residence), and email</li> </ul>	Yes Yes
10	<b>Section 4. b. x.</b> Monthly remuneration received by each of	<ul style="list-style-type: none"> <li>Name &amp; Designation the employee</li> <li>Monthly remuneration</li> </ul>	Yes, needs updation Yes, Last updated in 2012

	its officers and employees, including the system of compensation as provided in its regulations;		
11	<b>Section 4. b. xi.</b> Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<ul style="list-style-type: none"> <li>• Details of budget in simple form which can be easily understood by the non- professional and layman</li> <li>• Annual Plan</li> <li>• Outcome budget</li> <li>• Providing clear picture regarding the actual achievement vis-a-vis the targets</li> <li>• Revised budget, if any</li> <li>• Report on expenditure made and location where the related reports available</li> </ul>	<p>Yes, needs updation.</p> <p>Yes, last updated 2013-14 Yes, last updated 2015-16</p> <p>Yes, needs updation</p> <p>Yes</p>
12	<b>Section 4. b. xii.</b> Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	<ul style="list-style-type: none"> <li>• Name of the programmes or activities</li> <li>• Objective of the programme</li> <li>• Procedure to avail benefits</li> <li>• Duration of the programme/scheme</li> <li>• Physical and financial targets of the programme</li> <li>• Nature/scale of subsidy/amount allotted</li> <li>• Eligibility criteria for grant of subsidy</li> <li>• Details of beneficiaries of subsidy programme</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes, link not working</p>
13	<b>Section 4. b. xiii.</b> particulars of recipients of concessions, permits or authorisations granted by it;	<ul style="list-style-type: none"> <li>• Concessions, permits or authorizations granted by Public Authority</li> <li>• For each concessions, permit or authorisation granted</li> <li>• Eligibility criteria</li> <li>• Procedure for getting the concession/grant and/or permits or authorisations</li> <li>• Name and address of the recipients given concessions / permits or authorisation</li> <li>• Date of award of concessions / permits or authorisations</li> </ul>	<p>Information is awaited since Feb 2012.</p>
14	<b>Section 4. b. xiv.</b> Details in respect of the information, available to or held	<ul style="list-style-type: none"> <li>• List of documents available in electronic form</li> <li>• The data about digitalized records / files / reports /</li> </ul>	<p>Yes</p> <p>Detailed information may be provided.</p>



	by it, reduced in an electronic form;	<ul style="list-style-type: none"> <li>• information which shall include the name of the record; any categorization or index used; subject matter and other information;</li> <li>• division/section/unit/office where the record is normally held; the person with designation responsible for maintaining the record</li> <li>• Details of information not available in electronic form.</li> <li>• Orders of Public Authorities</li> <li>• All relevant Acts, Rules, forms and other documents which are normally accessed by citizens</li> <li>• Entitlements/services provided</li> <li>• Directory of key contacts, details of officials</li> <li>• All publicly funded information</li> <li>• Visual presentation</li> <li>• Date last updated information</li> </ul>	
15	<b>Section 4. b. xv.</b> Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	<ul style="list-style-type: none"> <li>• Name &amp; location of the facility- Computerized Information and Facilitation Counter (IFC)</li> <li>• The address and location of the facility and the contact details</li> <li>• Working hours of the facility and the details of information made available</li> <li>• Fee/ charges to get the copies of the document</li> <li>• Facility for inspecting the documents which are not available electronically should also be provided</li> </ul>	Yes, more details may be provided for better clarity.
16	<b>Section 4. b. xvi.</b> Names, designations and other particulars of the Public Information Officers;	<ul style="list-style-type: none"> <li>• Name &amp; Designation of PIOs and Appellate Authority</li> <li>• Their Contact details - phone number &amp; email</li> <li>• Subject matter within their jurisdiction</li> <li>• Details of Nodal Officer</li> <li>• Details of link PIOs and first Appellate Authority</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>List available, needs updation.</p>
17	<b>Section 4. b. xvii</b> Such other information as may be prescribed; and thereafter update these publications every year;	<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• FAQs</li> <li>• Citizen's charter of the Public Authority</li> <li>• Grievance redressal mechanisms</li> <li>• List of completed schemes/ projects/ programmes</li> <li>• Success of stories</li> </ul>	<p>Yes, latest is 2017-18</p> <p>Yes</p> <p>Yes, needs updation</p> <p>Yes, needs updation</p> <p>Not available</p> <p>Not available</p>

		<ul style="list-style-type: none"> <li>List of schemes/ projects/ programmes underway</li> <li>Audit paras along with ATR</li> <li>Any other information.</li> </ul>	<p>Yes</p> <p>Not available CCA statements, study reports, monthly achievements available.</p>
18	<b>Section 4.1.c.</b> publish all relevant facts while formulating important policies or announcing the decisions which affect public;	<ul style="list-style-type: none"> <li>Publish all relevant facts while formulating important policies or announcing decisions which affect public.</li> </ul>	Not available
19	<b>Section 4. 1.d.</b> provide reasons for its administrative or quasi-judicial decisions to affected persons.	<ul style="list-style-type: none"> <li>Provide reasons for its administrative or quasi- judicial decisions to affected persons.</li> </ul>	Not available
20	<b>Section 4. 3.</b>	<ul style="list-style-type: none"> <li>website</li> <li>Dash boards</li> <li>Newspapers</li> <li>Public announcements Media broadcasts Internet or any other means including inspection</li> </ul>	<p>Yes</p> <p>Yes e-gazette available Not available</p>
21	<b>Section 4. 4.</b>	<ul style="list-style-type: none"> <li>Whether prepared or not Available free or at a reasonable cost of the media</li> </ul>	Press releases available.