

F.No. F.11011/4/2021-SP.CDN
GOVERNMENT OF INDIA
MINISTRY OF YOUTH AFFAIRS & SPORTS
DEPARTMENT OF SPORTS
(Sports CDN Section)

.....
Shastri Bhawan, New Delhi
Dated 15th January, 2021

OFFICE MEMORANDUM

SUBJECT : Audit of Proactive Disclosure under the RTI Act, 2005
of Ministry of Youth Affairs & Sports - Regarding.

Reference : F.No.1/6/2020-RTI/PG dated 07th January, 2021

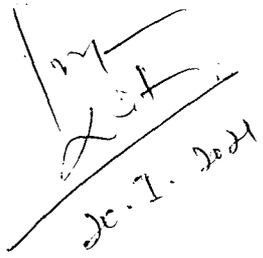
In so far as SP.CDN Section is concerned, the requisite information is sent herewith in the prescribed format for further necessary action.


19/01/21

(Raj K. Gupta)
Under Secretary (CDN)
Tel. No.2338-6416

US (RTI/PG)

o/c


Dec. 1. 2021

SP. CNW SECTION

SP. CNW SECTION

Annexe-I

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 organization, functions and duties [Section 4(1)(b)(i)]	<ul style="list-style-type: none"> (i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart (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 	<p>SP. CNW</p> <p>Budgetary (FAA)</p> <p>Fully Met</p> <p>Co-ordination</p> <p>NA</p> <p>NA</p>

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<ul style="list-style-type: none"> (i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules / orders under which powers and duty are derived and (iv) Exercised (v) Work allocation 	Fully Met - do - - do - - do - - do -
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<ul style="list-style-type: none"> (i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decision, if any (v) Channels of supervision and accountability 	- do - NA NA NA
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<ul style="list-style-type: none"> (i) Nature of functions/ services offered (ii) Norms / standards for functions / service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances 	Fully Met - do - - do - - do - - do -
1.5	Rules, regulations, instructions manuals and records for	<ul style="list-style-type: none"> (i) Title and nature of the record/ manual/ instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/Rules manuals etc. 	- do - - do - - do -

119

1.6 discharging functions [Section 4(1)(b)(v)]	(iv) Transfer policy and transfer orders (i) Categories of documents (ii) Custodian of documents/categories	<i>Fully met</i> N/A N/A
1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. (ii) Composition, (iii) Dates from which constituted (iv) Term/Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	N/A N/A N/A N/A N/A N/A N/A
1.8 Directory of Officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation (ii) Telephone, fax and email ID	<i>Fully met</i> <i>Fully met</i>
1.9 Monthly remuneration	(i) List of employees with Gross monthly remuneration.	N/A

	received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(ii) System of compensation as provided in its regulations	NA
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 (ii) Address, telephone numbers and email ID of each designated official.	Shri Raj K. Gupta, US (PIO) Shri Arun Kumar, Yadav, Dui (AA) US (Room No. 530 - C wing) Shastri Bhawan, ND 2338-6416 AA (Room No. 517 - C wing) Shastri Bhawan, ND 2338-4408
1.11	No. of employees against whom Disciplinary action has been proposed/taken. (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	NA 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	NA NA NA NA

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	N/A
------	---	-----

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)]	(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 N/A N/A N/A N/A
2.2	Foreign and domestic tours (F No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget (ii) Foreign and domestic Tours by ministers and officials of the rank of Joint Secretary to the government and above, as well as the heads of the Department. a. Places visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit	N/A N/A

Fully met NA	<p>(iii) information related to procurements</p> <p>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 d. the rate/rates and the total amount at which such procurement or works contract is to be executed</p>	
<p>(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/scheme (v) Physical and financial targets of the programme (vi) Nature/scale of subsidy/amount allotted (vii) Eligibility criteria for grantof subsidy (viii) Details of beneficiaries of subsidy programme. (number, profile etc)</p>	<p>(i) Discretionary and non-discretionary grants /allocations to State Govt/NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities</p>	<p>(i) Concessions, permits or authorizations granted by public authority</p>
2.3	<p>Manner of execution of subsidy programme [Section 4(1)(b)(xii)]</p>	
2.4	<p>Discretionary and non-discretionary grants [F No. 1/6/2011-IR dt. 15.4.2013]</p>	
2.5	<p>Particulars of recipients of</p>	

(F)

2.6	concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xii)] CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	(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 given concessions / permits or authorisations d. Date of award of concessions / permits of authorizations. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament	NA
			NA

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 thereof [Section 4(1)(b)(vii)] [F No. 1/6/2011-IR dt. 15.4.2013]	Arrangement for consultation with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (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 RTI applicants Public-private partnerships (PPP): (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRS)	NA NA NA NA

		(iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project.	NA NA NA NA NA NA NA 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; (i) Policy decisions/legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	NA NA NA
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)	Fully met
3.4	Form of accessibility of information manual / Handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	- do - - do -

125

3.5	Whether information manual / handbook available free of cost or not [Section 4(1)(b)]	List of materials available		Fully met
		(i) Free of cost	(ii) At a reasonable cost of the medium	
				- do -

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)
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English			Fully met
		(ii) Vernacular / Local Language			
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			- do -
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form			- do -
		(ii) Name / title of the document/ record / other information			- do -
		(iii) Location where available			- do -
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility			- do -
		(ii) Details of information made available			- do -
		(iii) Working hours of the facility			- do -

(12)

4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(iv) Contact person & contact details (Phone, fax email)	Fully met
4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011-IR dt. 15.4.2013]	(i) Grievance redressal mechanism (ii) Details of applications received under RTI and information provided (iii) List of completed schemes / projects / programmes (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 (vi) Annual Report (vii) Frequently Asked Questions (FAQs) (viii) Any other information such as (a) Citizen's Charter (b) Result Framework Document (RFD) (c) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter (i) Details of applications received and disposed (ii) Details of appeals received and orders issued	- do - - do - - do - - do - NA Fully met NA NA NA NA NA NA Fully met - do -

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met-
-----	---	--	------------

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]	<p>(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIOs/FAAs from 1.1.2015</p> <p>(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary / Additional HoD (a) Date of appointment (b) Name & Designation of the officers</p> <p>(iv) Consultancy committee of key stake holders for advice on suomotu disclosure (a) Dates from which constituted (b) Name & Designation of the officers</p> <p>(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</p>	<p>Shri Raj K. Gupta, JS (CPIO)</p> <p>Shri Anam Kumar Yadav, DA (FAA)</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>

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	Items / information disclosed so that public have minimum resort to use of RTI Act to obtain information.		Fully met
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?	N A