

F.No. 50011/2/2020-Coord Cell
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad

Dated. 18th August, 2020

OFFICE MEMORANDUM

Subject: Third Party Audit of proactive disclosure package of the Public Authorities under DAC&FW- Regarding.

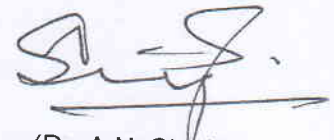
I am directed to say that, Central Information Commission (CIC) has decided to conduct Transparency Audit of public authorities to make quantitative and qualitative assessment of compliance of the mandate suo-moto disclosure under section 4 of the RTI Act, 2005. In order to streamline the submission of Transparency Audit Reports of the public authorities, CIC has recently launched its new software under link www.dsscic.nic.in/users/pn-login or at www.cic.gov.in

2. Indian Agricultural Research Institute (ICAR), Pusa, New Delhi has been mandated to conduct Transparency Audit of the Directorate of Plant Protection Quarantine & Storage. In this connection, public authorities are required to submit Self Appraisal in the software developed by CIC.

3.. All CPIOs of this Directorate are, thus requested to take necessary action in the matter and fill the annexure only with the remarks, viz., [Fully met/Partially met/Not met. Not applicable will be treated as fully met/partially met] . The requisite information is required to be send to Coord Cell within 5 days .

3. This may kindly be treated as MOST URGENT.

Encl: As above.



(Dr. A.N. Singh)
Jt. Director (WS)

To.

1. Dr. N. Satyanarayan, Jt. Director (PP), CPIO, IPM Scheme, HQ, Faridabad.
2. Dr. J.P. Singh, Jt. Director(E), CPIO, Locust Control Scheme, HQ, Faridabad.
3. Dr. Archana Sinha, Jt. Director (Chemistry), CPIO, Sectt. Of CIB&RC, HQ, Faridabad.
4. Dr. K.S. Kapoor, Jt. Director (E), CPIO, Plant Quarantine Scheme, HQ, Faridabad
5. Dr. A.N. Singh, Jt. Director (WS), CPIO, P&C Division, HQ, Faridabad.
6. Dr. Vandana Seth, Jt. Director (Chemistry), CPIO, CIL, Faridabad.
7. Shri Ajay Kumar, Chief Administrative Officer, CPIO, Administrative Wing, HQ, Faridabad.
8. Smt. Aradhna Bhargava, Asstt. Director (Chemistry), CPIO, TLC, HQ, Faridabad.
9. ~~PPA~~ / TT cell, to be uploaded on the website .

Copy to : PPA for information please.

Transparency Audit User Manual

URL - <https://dsscic.nic.in/users/pn-login>

Step - 1

Suo Moto Disclosure Self Appraisal by Public Authority

Sr. No	Question	Category (Fully Met / Partially Met / Not Met / Not applicable)	Total Marks	Obtained Mark	Remarks
1					
2					
3					
4					
5					

Step - 2

Suo Moto Disclosure Appraisal Audit by 3rd Party (Training Institute)

Sr. No	Question	Total Marks	Selected Category as per Self appraisal (PA)	Marks Obtained By PA	Remarks By PA	Category as per Auditor (Fully Met / Partially Met / Not Met / Not applicable)	Auditor Marks	Auditor Remarks/URL
1								
2								
3								
4								
5								
Upload document (.pdf)								

Note :- After audit one pdf document containing recommendation / suggestion / comments / summary is to be uploaded by Auditor

04

Step - 3

Suo Moto Disclosure Appraisal Audit by CIC

Sr. No	Question	Selected Category as per PA	Remarks of PA	Selected Category as per Third Party Auditor	Auditor of Remarks	CIC Remarks / Recommendation
1						
2						
3						
4						
5						

Upload document (.pdf)

Note :- After audit one pdf document (Advisory) is to be uploaded by CIC

Step - 4

Action taken by Public Authority

Sr. No	Question	Total Marks	Selected Category as per Auditor	Auditor Marks	Auditor Remarks	CIC Remarks	Action Taken by PA
1							
2							
3							
4							
5							

Organisation and Function

Remarks / Reference Points
(Fully met/Partially met/
Not met-NOT applicable will
Be treated as fully
met/partially met)

S.No.	Details of disclosure	Category	Points	Points Awarded	Remarks / Reference Points
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1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]

1.1.1	Name and address of the Organization	Select ▼	1.28		
1.1.2	Head of the organization	Select ▼	1.28		
1.1.3	Vision, Mission and Key objectives	Select ▼	1.28		
1.1.4	Function and duties	Select ▼	1.28		
1.1.5	Organization Chart	Select ▼	1.28		
1.1.6	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	Select ▼	1.28		

1.2 Power and duties of its officers and employees [Section 4(1)(b)(ii)]

1.2.1	Powers and duties of officers (administrative, financial and judicial)	Select ▼	1.54		
1.2.2	Power and duties of other employees	Select ▼	1.54		
1.2.3	Rules/ orders under which powers and duty are derived and	Select ▼	1.54		
1.2.4	Exercised	Select ▼	1.54		
1.2.5	Work allocation	Select ▼	1.54		

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1	Process of decision making Identify key decision making points	Select ▼	1.54		
1.3.2	Final decision making authority	Select ▼	1.54		
1.3.3	Related provisions, acts, rules etc.	Select ▼	1.54		

1.3.4 Time limit for taking a decisions, if any

Select ▼

1.54

1.3.5 Channel of supervision and accountability

Select ▼

1.54

1.4 Norms for discharge of functions[Section 4(1)(b)(iv)]

1.4.1 Nature of functions/ services offered

Select ▼

1.54

1.4.2 Norms/ standards for functions/ service delivery

Select ▼

1.54

1.4.3 Process by which these services can be accessed

Select ▼

1.54

1.4.4 Time-limit for achieving the targets

Select ▼

1.54

1.4.5 Process of redress of grievances

Select ▼

1.54

1.5 Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]

1.5.1 Title and nature of the record/ manual /instruction.

Select ▼

1.92

1.5.2 List of Rules, regulations, instructions manuals and records.

Select ▼

1.92

1.5.3 Acts/ Rules manuals etc.

Select ▼

1.92

1.5.4 Transfer policy and transfer orders

Select ▼

1.92

1.6 Categories of documents held by the authority under its control[Section 4(1)(b)(vi)]

1.6.1 Categories of documents

Select ▼

3.85

1.6.2 Custodian of documents/categories

Select ▼

3.85

1.7 Boards, Councils; Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1 Name of Boards, Council, Committee etc.

Select ▼

0.96

1.7.2 Composition

Select ▼

0.96

Remarks / Reference Points
 (Fully met/Partially met/
 Not met-NOT applicable will
 Be treated as fully
 met/partially met)

Details of description	Category	Weightage	Mark	Contains
1.7.3 Dates from which constituted	Select ▼	0.96		
1.7.4 Term/ Tenure	Select ▼	0.96		
1.7.5 Powers and functions	Select ▼	0.96		
1.7.6 Whether their meetings are open to the public?	Select ▼	0.96		
1.7.7 Whether the minutes of the meetings are open to the public?	Select ▼	0.96		
1.7.8 Place where the minutes if open to the public are available?	Select ▼	0.96		

1.8 Directory of officers and employees[Section 4(1) (b) (ix)]

1.8.1 Name and designation	Select ▼	3.85		
1.8.2 Telephone , fax and email ID	Select ▼	3.85		

1.9 Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]

1.9.1 List of employees with Gross monthly remuneration	Select ▼	3.85		
1.9.2 System of compensation as provided in its regulations	Select ▼	3.85		

1.10 Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Select ▼	3.85		
1.10.2 Address, telephone numbers and email ID of each designated official.	Select ▼	3.85		

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))

Remarks / Reference Points
(Fully met/Partially met/
Not met-NOT applicable will
Be treated as fully
met/partially met)

No	Details of criteria	Category	Weight	Response	Remarks / Reference Points (Fully met/Partially met/ Not met-NOT applicable will Be treated as fully met/partially met)
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Select ▼	3.85		
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Select ▼	3.85		
1.12	Programmes to advance understanding of RTI(Section 26)				
1.12.1	Educational programmes	Select ▼	1.92		
1.12.2	Efforts to encourage public authority to participate in these programmes	Select ▼	1.92		
1.12.3	Training of CPIO/APIO	Select ▼	1.92		
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Select ▼	1.92		
1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Select ▼	7.69		
Total			100.01	NaN	

Save & Submit

Next (/question/audit-question/2)

Year(2020-21)

Budget and Programme

Sr. No	Details of Disclosure	Category	Marks	Marks Obtained	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)]				
2.1.1	Total Budget for the public authority	Select ▼	10		
2.1.2	Budget for each agency and plan & programmes	Select ▼	10		
2.1.3	Proposed expenditures.	Select ▼	10		
2.1.4	Revised budget for each agency, if any	Select ▼	10		
2.1.5	Report on disbursements made and place where the related reports are available	Select ▼	10		
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012) List with brief.				
2.2.1	Budget	Select ▼	16.67		
2.2.2	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- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d) Expenditure on the visit	Select ▼	16.67		
2.2.3	Information related to procurements- (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.	Select ▼	16.67		

Details of disclosure

Category

Marks

Marks
ObtainedRemarks / Reference Points
(Fully met/Partially met
Not met-NOT applicable will
Be treated as fully
met/partially met)**2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]**

2.3.1	Name of the programme of activity	Select ▼	6.25		
2.3.2	Objective of the programme	Select ▼	6.25		
2.3.3	Procedure to avail benefits	Select ▼	6.25		
2.3.4	Duration of the programme/ scheme	Select ▼	6.25		
2.3.5	Physical and financial targets of the programme	Select ▼	6.25		
2.3.6	Nature/ scale of subsidy /amount allotted	Select ▼	6.25		
2.3.7	Eligibility criteria for grant of subsidy	Select ▼	6.25		
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Select ▼	6.25		

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Select ▼	25		
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Select ▼	25		

2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]

2.5.1	Concessions, permits or authorizations granted by public authority	Select ▼	25		
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	Select ▼	25		

	Details of disclosure	Category	Marks	Marks Obtained	Remarks / Reference Points (Fully met/Partially met/ Not met-NOT applicable will Be treated as fully met/partially met)
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]				
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Select ▼	50		
Total			300.01	NaN	

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[Save & Submit](#)
[Next \(/question/audit-question/3\)](#)

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Sr. No	Details of disclosure	Category	Marks	Marks Obtained	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]				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Select ▼	12.5		
3.1.2	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	Select ▼	12.5		
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Select ▼	2.78		
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Select ▼	2.78		
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Select ▼	2.78		
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Select ▼	2.78		
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Select ▼	2.78		
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Select ▼	2.78		
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	Select ▼	2.78		

Details of disclosure	Category	Marks	Marks Obtained	Remarks / Reference Points (Fully met/Partially met/ Not met-NOT applicable will Be treated as fully met/partially met)
3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Select ▼	2.78		
3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project	Select ▼	2.78		
3.2 Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]				
3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Select ▼	16.67		
3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Select ▼	16.67		
3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Select ▼	16.67		
3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]				
3.3.1 Use of the most effective means of communication - Internet (website)	Select ▼	50		
3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]				
3.4.1 Information manual/handbook available in Electronic format	Select ▼	25		

No	Details of disclosure	Category	Marks	Marks Obtained	Remarks / Reference Points (Fully met/Partially met/ Not met-NOT applicable will Be treated as fully met/partially met)
3.4.2	Information manual/handbook available in Printed format	Select ▼	25		
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]				
3.5.1	List of materials available Free of cost	Select ▼	25		
3.5.2	List of materials available At a reasonable cost of the medium	Select ▼	25		
Total			250.03	NaN	

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Transparency

Year(2019-20)

Sr. No	Details of disclosure	Category	Marks	Marks Obtained	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]				
4.1.1	English	Select ▼	14.29		
4.1.2	Vernacular/ Local Language	Select ▼	14.29		
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]				
4.2.1	Last date of Annual update	Select ▼	28.57		
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]				
4.3.1	Details of information available in electronic form	Select ▼	9.52		
4.3.2	Name/ title of the document/record/ other information	Select ▼	9.52		
4.3.3	Location where available	Select ▼	9.52		
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]				
4.4.1	Name & location of the faculty	Select ▼	7.14		
4.4.2	Details of information made available	Select ▼	7.14		
4.4.3	Working hours of the facility	Select ▼	7.14		
4.4.4	Contact person & contact details (Phone, fax email)	Select ▼	7.14		
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)				
4.5.1	Grievance redressal mechanism	Select ▼	3.57		
4.5.2	Details of applications received under RTI and information provided	Select ▼	3.57		

Details of disclosure	Category	Marks	Marks Obtained	Remarks / Reference Points (Fully met/Partially met/ Not met-NOT applicable will Be treated as fully met/partially met)
4.5.3 List of completed schemes/ projects/ Programmes	Select ▼	0.57		
4.5.4 List of schemes/ projects/ programme underway	Select ▼	3.57		
4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Select ▼	3.57		
4.5.6 Annual Report	Select ▼	3.57		
4.5.7 Frequently Asked Question (FAQs)	Select ▼	3.57		
4.5.8 Any other information such as - (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	Select ▼	3.57		
4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]				
4.6.1 Details of applications received and disposed	Select ▼	14.29		
4.6.2 Details of appeals received and orders issued	Select ▼	14.29		
4.7 Replies to questions asked in the parliament[Section 4(1)(d)(2)]				
4.7.1 Details of questions asked and replies given	Select ▼	28.57		
Total		196.98	NaN	

[Previous \(/question/audit-question/3\)](#)
[Save & Submit](#)
[Next \(/question/audit-question/5\)](#)

Year(2016-2017)

Information as may be prescribed

Sr. No	Details of disclosure	Category	Marks	Marks Obtained	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]				
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Select ▼	20		
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Select ▼	20		
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Select ▼	20		
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Select ▼	20		
5.1.5	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	Select ▼	20		
Total			100.00	NaN	

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Save & Submit

[Next \(/question/audit-question/6\)](#)

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