

A FRAMEWORK FOR TRANSPARENCY AUDIT 2020-21

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- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on its 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	Fully Met https://aditi.du.ac.in/
		(ii) Head of the organization	Fully Met https://aditi.du.ac.in/principals-desk/
		(iii) Vision, Mission and Key objectives	Fully Met https://aditi.du.ac.in/vision-and-mission/

		(iv) Function and duties	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/
		(v) Organization Chart	Fully Met https://aditi.du.ac.in/organogram/
		(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	Fully Met https://aditi.du.ac.in/committees/
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)	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/
		(ii) Power and duties of other employees	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/
		(iii) Rules/ orders under which powers and duty are derived and	Fully Met
		(iv) Exercised	Fully Met
		(v) Work allocation	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully Met
		(ii) Final decision making authority	Fully Met https://aditi.du.ac.in/governi ng-body/
		(iii) Related provisions, acts, rules etc.	Fully Met https://www.du.ac.in/index.p hp?page=rules-and-policies
		(iv) Time limit for taking a decisions, if any	NA
		(v) Channel of supervision and accountability	Fully Met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully Met
		(ii) Norms/ standards for functions/ service delivery	Fully Met
		(iii) Process by which these services can be accessed	Fully Met
		(iv) Time-limit for achieving the targets	NA
		(v) Process of redress of grievances	Fully Met https://aditi.du.ac.in/wp-cont ent/uploads/2023/03/Grieva nce-Redressal-Policy.pdf
1.5	Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction.	Fully Met
		(ii) List of Rules, regulations, instructions manuals and records.	Fully Met https://www.du.ac.in/index.p hp?page=rules-and-policies

	[Section 4(1)(b)(v)]		
		(iii) Acts/ Rules manuals etc.	Fully Met https://www.du.ac.in/index.php?page=rules-and-policies
		(iv) Transfer policy and transfer orders	NA
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully Met
		(ii) Custodian of documents/categories	Fully Met
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.	Fully Met https://aditi.du.ac.in/committees/
		(ii) Composition	Fully Met
		(iii) Dates from which constituted	Fully Met
		(iv) Term/ Tenure	Fully Met https://aditi.du.ac.in/committees/
		(v) Powers and functions	Fully Met
		(vi) Whether their meetings are open to the public?	NA

		(vii) Whether the minutes of the meetings are open to the public?	Fully Met
		(viii) Place where the minutes if open to the public are available?	Fully Met
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/
		(ii) Telephone , fax and email ID	Fully Met https://aditi.du.ac.in/
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	partially met
		(ii) System of compensation as provided in its regulations	partially met
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	Fully Met https://aditi.du.ac.in/rti/
		(ii) Address, telephone numbers and email ID of each designated official.	Fully Met https://aditi.du.ac.in/rti/
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully Met https://aditi.du.ac.in/directory-of-non-teaching/

	(Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	Fully Met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Fully Met https://aditi.du.ac.in/department/
		(ii) Efforts to encourage public authority to participate in these programmes	Fully Met https://aditi.du.ac.in/department/
		(iii) Training of CPIO/APIO	Fully Met https://aditi.du.ac.in/rti/
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met https://aditi.du.ac.in/rti/
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		NA

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	Fully Met https://drive.google.com/file/d/1nC9Qlv_3KgH4BcpYedG/WajIw-NAs-UVC/view?usp=share_link The Budget outlay for the financial year 2020-2021
		(ii) Budget for each agency and plan & programmes	NA
		(iii) Proposed expenditures	Fully Met https://drive.google.com/file/d/1nC9Qlv_3KgH4BcpYedG/WajIw-NAs-UVC/view?usp=share_link The Budget outlay for the financial year 2020-2021
		(iv) Revised budget for each agency, if any	NA
		(v) Report on disbursements made and place where the related reports are available	NA
2.2	Foreign and domestic tours	(i) Budget	NA

	(F. No. 1/8/2012- IR dt. 11.9.2012)	<p>(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.</p> <p>a) Places visited</p> <p>b) The period of visit</p> <p>c) The number of members in the official delegation</p> <p>d) Expenditure on the visit</p>	NA
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Fully Met</p> <p>https://aditi.du.ac.in/tender-archive/</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA
		(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	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Full Met https://aditi.du.ac.in/rti/
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(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	Full Met https://aditi.du.ac.in/rti/
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.	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 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	Fully Met https://aditi.du.ac.in/rti/
		(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	Fully Met https://aditi.du.ac.in/rti/
		Public- private partnerships (PPP) (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; (i) Policy decisions/ legislations taken in the previous one year	NA
		(ii) Outline the Public consultation process	NA
		(iii) Outline the arrangement for consultation before formulation of policy	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 https://aditi.du.ac.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully Met https://aditi.du.ac.in/wp-content/uploads/2023/04/coffie%20table%20book.pdf

		(ii) Printed format	Fully Met https://aditi.du.ac.in/wp-content/uploads/2023/04/coffie%20table%20book.pdf
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	Fully Met https://aditi.du.ac.in/
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	NA

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	Fully Met
		(ii) Vernacular/ Local Language	NA
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 As per update date 20-03-2022	Fully Met https://aditi.du.ac.in/college-annual-reports/
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully Met https://aditi.du.ac.in/prospectus/
		(ii) Name/ title of the document/record/ other information	Fully Met https://aditi.du.ac.in/
		(iii) Location where available	Fully Met https://aditi.du.ac.in/
4.4	Particulars of facilities available to	(i) Name & location of the faculty	Fully Met https://aditi.du.ac.in/faculty/

	citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available	Fully Met https://aditi.du.ac.in/rti/
(iii) Working hours of the facility		Fully Met https://aditi.du.ac.in/rti/	
(iv) Contact person & contact details (Phone, fax email)		Fully Met https://aditi.du.ac.in/	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Fully Met https://aditi.du.ac.in/wp-content/uploads/2023/03/Grievance-Redressal-Policy.pdf
		(ii) Details of applications received under RTI and information provided	Fully Met https://aditi.du.ac.in/rti/
		(iii) List of completed schemes/ projects/ Programmes	Fully Met https://aditi.du.ac.in/innovation-projects/
		(iv) List of schemes/ projects/ programme underway	Fully Met https://aditi.du.ac.in/innovation-projects/
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met https://aditi.du.ac.in/

		(vi) Annual Report	Fully Met https://aditi.du.ac.in/college-annual-reports/
		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as a) Citizen's Charter	NA
		b) Result Framework Document (RFD)	NA
		c) Six monthly reports on the	NA
		d) Performance against the benchmarks set in the Citizen's Charter	NA
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	NA
		(ii) Details of appeals received and orders issued	NA
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NA

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	Fully met https://aditi.du.ac.in/rti/
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	NA
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Fully met https://aditi.du.ac.in/rti/
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Fully Met https://aditi.du.ac.in/

		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers</p>	<p>Fully met</p> <p>https://aditi.du.ac.in/rti/</p>
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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		Fully Met https://aditi.du.ac.in/rti/
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?	NA
