

### **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**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Visvesvaraya Industrial & Technological Museum, Kasturba Road, Bangalore-560001
		(ii) Head of the organization	Shri K. Sajoo Bhaskaran
		(iii) Vision, Mission and Key objectives	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(iv) Function and duties	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(v) Organization Chart	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(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	VITM was opened to public on 27/07/1965

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)	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(ii) Power and duties of other employees	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(iii) Rules/ orders under which powers and duty are derived and	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(iv) Exercised	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(v) Work allocation	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Governing Body NCSM Executive Committee, VITM
		(ii) Final decision making authority	Governing Body, NCSM
		(iii) Related provisions, acts, rules etc.	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Nonformal education extension activities through exhibitions and educational programs
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	By personal visit to the museums
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Grievance cell
1.5	Rules, regulations, instructions manual and records for discharging	(i) Title and nature of the record/ manual /instruction.	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(ii) List of Rules, regulations, instructions manuals and records.	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>

	functions [Section 4(1)(b)(v)]	(iii) Acts/ Rules manuals etc.	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a>
		(iv) Transfer policy and transfer orders	All India Liability
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Administration, Accounts and establishment
		(ii) Custodian of documents/categories	Controller of Administration
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.	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a> - Proactive Disclosure U/S 4(1)(B) Of RTI Act, 2005 under RTI
		(ii) Composition	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a> - Proactive Disclosure U/S 4(1)(B) Of RTI Act, 2005 under RTI
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	2 years
		(v) Powers and functions	Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a> NCSM Byelaws
		(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?	NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Please see (Annexure Staff)
		(ii) Telephone , fax and email ID	080-22864114, 08022864009 vitmuseum@gmail.com

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	Please see (Annexure Staff)
		(ii) System of compensation as provided in its regulations	
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	<ul style="list-style-type: none"> <li>➤ Smt. Renuka Kalaivani R, Deputy Controller – Central Public Information Officer</li> <li>➤ Shri Kola Srinivasa Nehru, Project Co-ordinator, RSCT - Assistant Public Information Officer</li> <li>➤ Shri Sunil K. M., District Science Officer, DSCG - Assistant Public Information Officer</li> <li>➤ Shri S. Muthukumar, District Science Officer, DSCT - Assistant Public Information Officer</li> <li>➤ Shri Minnal Munikumar Balaji, Project Co-ordinator, RSCC - Assistant Public Information Officer</li> <li>➤ Shri Cyril K. Babu, Curator 'E', VITM, Bangalore – First Appellate Authority</li> </ul>

		<p>(ii) Address, telephone numbers and email ID of each designated official.</p>	<p>➤ Regional Science Centre, Near Alipiri Gate, Chittor Alipiri Bypass, Tirupati Tel : 08772286202 Mail : <a href="mailto:rsctirupati@gmail.com">rsctirupati@gmail.com</a></p> <p>➤ District Science Centre, Gulbarga Tel : 08472220608 Mail: <a href="mailto:scienceglb@gmail.com">scienceglb@gmail.com</a></p> <p>➤ District Science Centre, Tirunelveli Tel: 04622500256 <a href="mailto:sciencecentrenellai@gmail.com">Mail: sciencecentrenellai@gmail.com</a></p> <p>➤ Regional Science Centre, Near Jefferkhan Colony, Kozhikode-673006 Ph. 04952770571 Mail : <a href="mailto:planetariumcalicut@gmail.com">planetariumcalicut@gmail.com</a></p> <p>➤ Visvesvaraya Industrial &amp; Technological Museum, Kasturba Road, Bangalore, Tel : 080 22040233 Mail : <a href="mailto:vitmuseum@gmail.com">vitmuseum@gmail.com</a></p>
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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	None
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	None
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	Periodical programmes are held
		(ii) Efforts to encourage public authority to participate in these programmes	Publicity in Newspapers
		(iii) Training of CPIO/APIO	On job training is imparted
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Through CIC website
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Please refer to NCSM website <a href="http://ncsm.gov.in">http://ncsm.gov.in</a> NCSM Byelaws

## 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	Please See Annexure- Budget
		(ii) Budget for each agency and plan & programmes	Please See Annexure- Budget
		(iii) Proposed expenditures	Please See Annexure- Budget
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Please See Annexure – Tour
		(iii) 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	Please see Annexure - Contracts

		procurement or works contract is to be executed.	
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<b>Nil</b>
		(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 grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	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	<b>Please see Annexure - Budget</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	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	<b>Nil</b>
		(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	
<b>2.6</b>	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.	<b>Pease see - Annexure - CAG</b>



### 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-IRdt. 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	
		(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)	
		(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	

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	
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)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	
		(i) Electronic format	
		(ii) Printed format	
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	

#### 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	
		(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	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	
		(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 faculty	
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(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 Question (FAQs)	
		(viii) 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	

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	
		(ii) Details of appeals received and orders issued	<b>None</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ notmet- Not applicable will be treated as fully met/partiallymet)</b>
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 Current CPIOs & FAAs	➤ Smt. Renuka Kalaivani R, Deputy Controller – Central Public Information Officer  ➤ Shri Cyril K. Babu, Curator 'E', VITM, Bangalore – FirstAppellate Authority
		(ii) Details of third party audit of voluntary disclosure	
		(a) Dates of audit carried out	
		(b) Report of the audit carried out	

		<p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment (b) Name &amp; Designation of the officers</p>	
		<p>(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name &amp; Designation of the officers</p>	
		<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 &amp; Designation of the Officers</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	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Almost all the information relating to VITM and its satellite units are being disclosed on the websites of respective museum/centers. The information relating to rules, regulations, Bye-laws and other procedures of NCSM (which are also applicable in case of VITM and its satellite units) are available in the NCSM 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?	

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