

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.

S. No.	Item	Details of disclosure	Remarks/References Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organisation.	Department of Environments and Forests, Office of the Principal Chief Conservator of Forests, Van Sadan, Haddo.
		(ii) Head of the Organization	Principal Chief Conservator of Forests
		(iii) Vision, Mission and Key objectives	
		(iv) Function and duties	} Copy enclosed at page 1-3 (Annexure – I)
		(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	N/A
2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	} Copy enclosed at page 4 -18 (Annexure – I)
		(ii) Power and duties of other employees	
		(iii) Rules/orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
3	Procedure followed in decision making process[Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	
		(ii) Final decision making authority	PCCF (ANI)
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	

		(v) Channel of supervison and accountability	
4	Norms for discharge of function [Section 4(1)(b)(iv)]	(i) Nature of functions/services offered	Page No. 2 & 3 (Annexure – I)
		(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	
5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction	Copy enclosed at page 19 (Annexure – I)
		(ii) List of Rules, regulations, instructions manuals and records.	<ul style="list-style-type: none"> i. The Indian Forest Act, 1927. ii. A & N Islands Fisheries Regulation, 1938. iii. A & N Islands (Protection of Aboriginal Tribes) Regulation, 1956. iv. A & N Islands Forest Produce Transit Rules, 1971. v. Public Premises (Eviction of Unauthorized Occupants) Act, 1971. vi. The Wildlife (Protection) Act, 1972. vii. The Wildlife (Protection) (A & N Islands), Rules, 1973. viii. A & N Forest Department Code, 1973. ix. A & N Islands (Wildlife Transit) Rules, 1976. x. The Forest(Conservation) Act, 1980. xi. Environmental Protection Act, 1986. xii. A & N islands Protected Forests Rules, 1986. xiii. National Forest Policy, 1988. xiv. The Coastal Regulation Zone Notification of 1991. xv. Environmental Impact Assessment Notification, 1994. xvi. National Eco-tourism Policy, 1998. xvii. Policy guidelines to A & N Islands, 2015. xviii. National Forestry Action Plan (NFAP) – 1999. xix. National Forestry Research Plan (NFRP) – 2000. xx. National Wild life Action Plan – 2002. xxi. The Biological Diversity Act – 2002 and Rules, 2004 xxii. Forest (Conservation) Rules, 2003. xxiii. A & N UT Biodiversity Strategy and Action Plan, 2005. xxiv. Working Plans of various Forest divisions.
		(iii) Acts/Rules manuals etc.	I. Andaman & Nicobar Forest Produce Transit rules :

			<ul style="list-style-type: none"> i. Notification No. 7/65/Tim/66/Vol-I dated 17th January, 1966. The Andaman Forest Procedure Transit Rules, 1966. ii. Notification No. 50 dated 27th June, 1981. iii. Notification No. 7/65/Tim/66/Vol-V dated August, 1993. iv. Notification No. 76/2004/F.No. F(T)/21/1 dated 1st April, 2004. v. Notification No. 210(A)/2007-F(T)/21/293 dated 18th October, 2007. vi. Notification No. 76/2004/F.No. F(T)/21/09 dated 17th September, 2015 <p>J. Andaman & Nicobar Wildlife Protection Rules, 2008</p> <ul style="list-style-type: none"> i. Notification No. 49/2018/F.No. CWLW/WL/1(A) dated 29th March, 2018. ii. Notification No. 107/2008/F.No. 8(4-1)/2/258 dated 5th August, 2008 <p>K. Andaman & Nicobar Islands Protected Forest Rules, 1987</p> <ul style="list-style-type: none"> i. No. 13/87 No. F(T)/27/25 dated 24th April, 1987. <p>L. Forest (Conservation) Rules, 2003</p> <ul style="list-style-type: none"> i. G.S.R. 23 (E) 10th January, 2003 ii. G.S.R. 107 (E) 9th February, 2004 iii. G.S.R. 94 (E) 3rd February, 2004 iv. G.S.R. 185 (E) 14th March, 2014 v. G.S.R. 713 (E) 10th October, 2014 vi. G.S.R. 200 (E) 6th March, 2017 <p>M. Wildlife Transit Rules, 1976</p> <ul style="list-style-type: none"> iii. No. CF/WL/2 dt 3rd April, 1976 iv. No. CF/WL/3 dt 21st December 1976 <p>N. Island Protection Zone Notification, 2011</p> <ul style="list-style-type: none"> iii. S.O.20 (E) dt 06th January, 2011 vi. S.O. 2558 (E) dt 22nd August, 2013 <p>O. Biological Diversity Rules, 2004</p> <ul style="list-style-type: none"> ii. NG.S.R. 261 (E) dt 15th April, 2004
		(iv) Transfer policy and transfer orders.	No separate Transfer policy issued by this Department; it follows the transfer

			policy issued by the Administration A& N Islnds, Vide Admn's Circular No 55-3/2007-PW dated 30.07.2007 copy enclosed at Page 20 – 26 (Annexure – I)
6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Page No. 15 (Annexure – IV)
		(ii) Custodian of documents/categories	
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.	1. Copy enclosed from page no. 18 (Annexure – IV)
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public ?	No
		(vii) Place where the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	List of telephone no. of Officers of Department at page – 86 – 91 (Annexure – III)
		(ii) Telephone, fax and email ID	
9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross monthly remuneration	
		(ii) System of compensation as provided in its regulations	
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	Page 38 – 40 (Annexure – IV)
		(ii) Address, telephone numbers and email ID of each designated official.	

S. No.	Item	Details of disclosure	Remarks/References Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
11	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. officers [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (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 	Copy enclosed at Page 1 – 41 (Annexure – II)
12	Manner of execution of subsidy programme officers [Section 4(1)(b)(xii)]	<ul style="list-style-type: none"> (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 grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) 	There is no scheme at present for providing subsidy
13	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	<ul style="list-style-type: none"> (i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> 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/permit of authorizations 	Copy enclosed at Page No. 35 (Annexure – IV)

S. No.	Item	Details of disclosure	Remarks/References Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
14	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	
		(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			

S. No.	Item	Details of disclosure	Remarks/References Points (Fully met/partially met/not met-Not applicable will be treated as fully met/partially met)
15	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	
16	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	Copy enclosed at page no. 37 (Annexure – IV)
		(iv) Contact person & contact details (Phone, fax, email)	
17	Such other information as may be prescribed under Section 4(1)(b)(xvii)	(i) Grievance redressal mechanism	Copy enclosed at page no. 41 (Annexure – IV)
		(ii) Details of application received under RTI and information provided	N/A
		(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	
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