



**TRANSPARENCY AUDIT
REPORT
OF
PUBLIC AUTHORITIES**
(Ministry of Agriculture, Department
of Agriculture and Cooperation)

Compiled by:

THE INDIAN LAW INSTITUTE
(Deemed University)
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New Delhi – 110001



THE INDIAN LAW INSTITUTE

(DEEMED UNIVERSITY)

Accredited with 'A' Grade by NAAC

AUDIT CERTIFICATE

This is to certify that Indian Law Institute has prepared this Transparency Audit Report of Public Authorities under **Ministry of Agriculture, Department of Agriculture and Cooperation**. The Transparency Audit was done by a team of Research Scholars coordinated by Ms. Jupi Gogoi, Assistant Professor of the Institute.

The audit was carried out as per Central Information Commission (CIC) Auditing Standards for proactive disclosure by public authorities' upto February 2017. The audit covered compliance of facilities available to citizens for obtaining information for the concerned public authority *u/s* 4 (b) [i-xvii] of the Right to Information Act, 2005. There may be possibilities that some public authorities might have updated information in their respective websites subsequently. In case any such information reported to this Institute or CIC by concerned public authority, the Institute will incorporate the same in its subsequent audit.



(S.C. Prusty)
Registrar

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Name of Public Authority being audited: Directorate of Pulses Development

Address :

Documents Referred: (List documents referred for the audit)

- 1.
- 2.
- 3.
- 4.
- 5.

'A' Category Parameters (High Importance)

Sl. No.	Parameters	Requirements	Rating scale		Comments/ Observations/ Remarks
1	Language in which Information Manual/ Handbook available	<input type="checkbox"/> English <input type="checkbox"/> Vernacular / Local Language	Language in which available: • Both English & Vernacular: 2 • In 1 language only: 1 • Not available: 0	1	information available only in english
2	When was the information Manual/ Handbook last updated?	<input type="checkbox"/> Annual update	• During last 1 year: 2 • More than 1 year ago: 1 • Not updated at all: 0	2	updated information available
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 like <input type="checkbox"/> Notice boards <input type="checkbox"/> Newspapers <input type="checkbox"/> Public announcements <input type="checkbox"/> Media broadcasts <input type="checkbox"/> Internet or <input type="checkbox"/> Any other means	Dissemination of information done using • At least two effective means of communication : 2 • Only one means of communication: 1 • No means of communication used: 0	1	other mediums can be used
4	Procedure followed in decision making process [Section 4(1) (b) (iii)]	<input type="checkbox"/> Process of decision making <input type="checkbox"/> Final decision making authority <input type="checkbox"/> Related provisions, acts, rules etc. <input type="checkbox"/> Time limit for taking a decision, if any <input type="checkbox"/> Channels of supervision and accountability	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	detailed information can be provided

5	Norms for discharge of functions [Section 4(1) (b) (iv)]	<input type="checkbox"/> Nature of functions/services offered <input type="checkbox"/> Norms/standards for functions / service delivery <input type="checkbox"/> Time-limits for achieving the targets <input type="checkbox"/> Reference document	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
6	Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc. [Section 4(1) (b) (xi)]	<input type="checkbox"/> Total Budget for the Public Authority <input type="checkbox"/> Budget for each agency and plan & programmes <input type="checkbox"/> Proposed expenditures <input type="checkbox"/> Revised budget for each agency, if any <input type="checkbox"/> Report on disbursements made and place where the	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
7	Manner of execution of subsidy programmes [Section 4(1) (b) (xii)]	<input type="checkbox"/> Name of the programme or activity <input type="checkbox"/> Objective of the program <input type="checkbox"/> Procedure to avail benefits <input type="checkbox"/> Duration of the programme/scheme <input type="checkbox"/> Physical and financial targets of the program <input type="checkbox"/> Nature/scale of subsidy/amount allotted <input type="checkbox"/> Eligibility	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
		subsidy program (Number, profile etc.)			

8	Particulars of recipients of concessions, permits or authorisations granted by the Public Authority [Section 4(1) (b) (xiii)]	<input type="checkbox"/> Concessions, permits or authorisations granted by Public Authority <input type="checkbox"/> For each concessions, permit or authorisation granted <input type="checkbox"/> Eligibility criteria <input type="checkbox"/> Procedure for getting the concession/grant and/or permits or authorisations <input type="checkbox"/> Name and address of the recipients given concessions/	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	NA	Not applicable as per manual
9	Are important policies or decisions which affect public informed to them? [Section 4(1) (c)]	<input type="checkbox"/> Publish all relevant facts while formulating important policies or announcing decisions which	At all times: 2 Sometimes : 1 Never : 0	1	exclusive information can be provided
10	Are reasons for administrative or quasi-judicial decisions taken, communicated to affected persons [Section 4(1) (d)]	<input type="checkbox"/> Provide reasons for its administrative or quasijudicial decisions to affected persons	At all times: 2 Sometimes : 1 Never : 0	NA	Not applicable as per manual
CATEGORY SCORE (A) [Sum of Scores across all A Category parameters]				12	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				16	
CATEGORY PERCENTAGE (A) [Total Score (A)/ Maximum Score Possible] x 100 (NOTE: MAX SCORE TO BE CALCULATED OUT OF 16)				75%	

'B' Category Parameters (Medium Importance)

No.	Parameter	Requirements	Score	Qualitative Observations/Remarks
				5

1	Form of accessibility of Information Manual/ Handbook u/s 4 (1) b	<ul style="list-style-type: none"> • Electronic format • Printed format 	2	both formats available
2	Whether Information Manual/ Handbook available free of cost or not	<ul style="list-style-type: none"> • Free or • At a reasonable cost of the medium 	2	free of cost information
3	Rules, regulations, instructions, manuals and	<input type="checkbox"/> Title and nature of the record / manual / instruction <input type="checkbox"/> Gist of contents	1	detailed information can be provided
4	Categories of documents held by the authority under its	<input type="checkbox"/> Title of the document <input type="checkbox"/> Category of document <input type="checkbox"/> Custodian of the document	2	duly provided
5	Information available in electronic form [Section 4(1) (b)]	Details of information available in electronic form <input type="checkbox"/> Name/title of the document/record/other information <input type="checkbox"/> Location where available	2	duly provided
6	Particulars of facilities available to citizens for obtaining information [Section 4(1) (b)]	<input type="checkbox"/> Name & location of the facility <input type="checkbox"/> Details of information made available <input type="checkbox"/> Working hours of the facility <input type="checkbox"/> Contact Person & contact details (phone, fax, email)	NA	not applicable as per manual

7	Such other information as may be prescribed under Section 4(1) (b) (xvii)	<input type="checkbox"/> Citizen's charter of the public authority <input type="checkbox"/> Grievance redressal mechanisms <input type="checkbox"/> Details of applications received under RTI and information provided <input type="checkbox"/> List of completed schemes/projects/program mes <input type="checkbox"/> List of schemes/projects/program mes underway <input type="checkbox"/> Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. <input type="checkbox"/> Any other Information	2	duly provided
8	Receipt & Disposal of RTI applications	<input type="checkbox"/> Details of applications received under RTI and information provided	0	no information available
CATEGORY SCORE (B) [Sum of Scores across all B Category parameters]			11	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters			14	
CATEGORY PERCENTAGE (B) [Total Score (B)/ Maximum Score Possible] x 100 (NOTE: MAX SCORE TO BE CALCULATED OUT OF 14)			78.57%	

'C' Category Parameters (Low Importance)

Sl No	Parameter	Requirements	Rating Scale		Quality/Observation/Remarks
1	Particulars of its organization, functions and duties [Section 4(1) (b) (i)]	<input type="checkbox"/> Name and address of the organisation <input type="checkbox"/> Head of the organisation <input type="checkbox"/> Key Objectives <input type="checkbox"/> Functions and duties	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided

2	Powers & Duties of its officers & employees [Section 4(1) (b) (ii)]	<input type="checkbox"/> Powers and duties of officers (administrative, financial & judicial) <input type="checkbox"/> Powers and duties of other employees <input type="checkbox"/>	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
3 ✓	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)]	<input type="checkbox"/> Relevant rule, circular etc. <input type="checkbox"/> Arrangements for consultation with or representatio	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	no information available
4 ✓	Boards, Councils, Committees and Other Bodies constituted as part of the Public Authority [Section 4(1) (b) (viii)]	<input type="checkbox"/> Name of the Board, Council, committee etc <input type="checkbox"/> Composition <input type="checkbox"/> Powers & functions <input type="checkbox"/> Whether their meetings are open to the public? <input type="checkbox"/> Whether	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	no information available
		<input type="checkbox"/> open to the public <input type="checkbox"/> Place where the minutes if open to the public are			
5 ✓	Directory of Officers and employees [Section 4(1) (b) (ix)]	<input type="checkbox"/> Name and designation <input type="checkbox"/> Telephone, fax and email ID	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
6 ✓	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<input type="checkbox"/> Name and designation of the employee <input type="checkbox"/> Monthly remuneration <input type="checkbox"/> System of compensation as provided	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	0	no information available

up to date

7	Names, designations and other particulars of public information officers [Section 4(1) (b) (xvi)]	<input type="checkbox"/> Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority <input type="checkbox"/> Address	<input type="checkbox"/> Fully disclosed: 2 <input type="checkbox"/> Partially disclosed: 1 <input type="checkbox"/> Not disclosed: 0	2	duly provided
CATEGORY SCORE (C) [Sum of Scores across all C Category parameters]				8	
Maximum Possible Category Score Sum of Maximum Scores across all 'applicable' parameters				14	
CATEGORY PERCENTAGE (C) [Total Score (C)/ Maximum Score Possible] x 100				57%	

Final Score & Grade for the Public Authority

Percentage 1	Percentage obtained 2	Weightage 3	Revised Score (2X3)
A Category Parameters	75%	0.5	37.5
B Category Parameters	78.57%	0.3	23.57
C Category Parameters	57.00%	0.2	11.4
		Final Score	72.47%
		Grade	B