

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

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(l)(b)(i)]	<p>(i) Name and address of the Organization Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh)</p> <p>(ii) Head of the organization Director</p> <p>(iii) Vision, Mission and Key objectives As per Annexure-I</p> <p>(iv) Function and duties As per Annexure-I</p> <p>(v) Organization Chart As per Annexure-II</p> <p>(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 -----</p>	Fully met
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial) The Administrative and Financial Powers are vested with the Ministry as a whole, a part of which is re-delegated to the Head of the Department i.e. Director of the Institute, according to the GoI orders contained in the Delegation of Powers to the HODs. For smooth functioning of the office, the HOD re-delegates his powers to his Subordinate Officer such as Head of the Office to a permissible extent.</p> <p>(ii) Power and duties of other employees. As per Annexure-III</p>	Fully met

		<p>(iii) Rules/ orders under which powers and duty are derived and As per rules or the decisions of Head of Department.</p>	Fully met
		<p>(iv) Exercised By the Head of Department.</p>	
		<p>(v) Work allocation As per duties / powers allocated to the posts.</p>	
1.3	<p>Procedure followed in decision making process [Section 4(l)(b)(iii)]</p>	<p>(i) Process of decision making Identify key decision making points On administrative matters, proposals to this effect put up by the dealing hands are examined by senior staff of Superintendent level, recommended by the Administrative Officer and finally approved by the Director. On technical matters related to the Training Wing, Testing Wing, Farm etc. , such matters are dealt by the Senior Technical Assistants, examined by a Group B Officer recommended by a Senior Officer (In charge of the Division) and finally approved by the Director.</p>	Fully met
		<p>(ii) Final decision making authority Director</p>	
		<p>(iii) Related provisions, acts, rules etc. As per Govt. Acts & Rules in forced from time time.</p>	
		<p>(iv) Time limit for taking a decisions, if any Immediate basis.</p>	
		<p>(v) Channel of supervision and accountability The Section In-charge is supervised and responsible to the activities related with their section.</p>	
1.4	<p>Norms for discharge of functions [Section 4(l)(b)(iv)]</p>	<p>(i) Nature of functions/ services offered As provided in the services offered.</p>	Fully met
		<p>(ii) Norms/ standards for functions/ service delivery As per the regulations of Gol.</p>	
		<p>(iii) Process by which these services can be accessed By visiting the website of CFMT&TI as well as Ministry of Agriculture.</p>	
		<p>(iv) Time-limit for achieving the targets As prescribed in the directions of Ministry.</p>	
		<p>(v) Process of redress of grievances As mentioned in the manual on office procedure (DoPT)</p>	
1.5	<p>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</p>	<p>(i) Title and nature of the record/ manual /instruction. Rules/procedures framed by the Govt.</p>	Fully met
		<p>(ii) List of Rules, regulations, instructions manuals and records. In Administrative matters, the Rules/procedures framed by the Govt. and complied in the Reference Books such as different FRSR, Pension, LTC, TA, Establishment manual etc. are referred.</p>	

		<p>For Financial matters, the General Financial Rules and DFPR is referred. In Technical matters, various reference Books related to Indian Standards, International Standards, OECD Test Codes, Central Motor Vehicle Rules, etc. are referred.</p> <p>(iii) Acts/ Rules manuals etc. As per GoI Acts/Rules</p> <p>(iv) Transfer policy and transfer orders Available on the Institute's website.</p>	
1.6	<p>Categories of documents held by the authority under its control [Section 4(l)(b) (vi)]</p>	<p>(i) Categories of documents (i) Various files related to Establishment (ii) Various files related to Recruitment. (iii) Various files related to Pension Cases. (iv) Files related to policy matters, parliament questions, RTI etc. (v) Personal files related to staff and officers. (vii) Files related to Audit, TA, GPF etc. (ix) Files related to Testing matters. (x) Files related to Training matters. (xi) Files related to Procurement , Tender, (xii) disposal etc.</p> <p>(ii) Custodian of documents /categories HOO</p>	Fully met
1.7	<p>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(l)(b)(viii)]</p>	<p>(i) Name of Boards, Council, Committee etc. As per Annexure-IV</p> <p>(ii) Composition As indicated in the said Annexure-IV.</p> <p>(iii) Dates from which constituted 20.01.2017</p> <p>(iv) Term/Tenure Till the supersession of the order</p> <p>(v) Powers and functions Absolute powers</p> <p>(vi) Whether their meetings are open to the public? No</p> <p>(vii) Whether the minutes of the meetings are open to the public? The need does not arise.</p> <p>(viii) Place where the minutes if open to the public are available? CFMT&TI, Budni</p>	Fully met
1.8	<p>Directory of officers and employees [Section 4(1) (b) (ix)]</p>	<p>(i) Name and designation As per Annexure-V</p> <p>(ii) Telephone, fax and email ID As in item no. (i) above.</p>	Fully met

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 As in item no. (i) of Sl. No. 1.8 above.	Fully met
		(ii) System of compensation as provided in its regulations As per GoI 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 CPIO : Shri R.K. Ram, Senior Agricultural Engineer & HOO Appellate : Shri J.J.R. Narware, Director Authority	Fully met
		(ii) Address, telephone numbers and email ID of each designated official. Central Farm Machinery Training & Testing Institute, Tractor Nagar, Budni -466445 (M.P.) Phone No.-07564-234729 Fax No. 07564-234743 Email: fmti-mp@nic.in	
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	Fully met
		(i) Pending for Minor penalty or major penalty proceedings NIL	
		(ii) Finalised for Minor penalty or major penalty proceedings NIL	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes NIL	Fully met
		(ii) Efforts to encourage public authority to participate in these programmes Need did not arise	
		(iii) Training of CPIO/APIO The CPIO is nominated to undergo such training programme received from ISTM.	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned Provided.	
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Available on the website.	Fully met

2 Budget and Programme

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. As per Annexure-VI	Fully met
		(ii) Budget for each agency and plan & programmes As per item no. (i) above.	
		(iii) Proposed expenditures As per item no. (i) above.	

		(iv) Revised budget for each agency, if any As per item no. (i) above.	
		(v) Report on disbursements made and place where the related reports are available As per item no. (i) above.	
2.2	Foreign and domestic tours (F.No. 1/8/2012- 1R dt. 11.9.2012)	(i) Budget Rs. 10.00 Lakh	Fully met
		(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 As per Ministry's instructions. b) The period of visit As per requirement c) The number of members in the official delegation NIL d) Expenditure on the visit As per TA Rules	Fully met
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, As provided in GFRs b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, As per GFRs c) The works contracts concluded - in any such combination of the above-and NIL d) The rate /rates and the total amount at which such procurement or works contract is to be executed. NIL	Fully met
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity N/A (ii) Objective of the programme N/A (iii) Procedure to avail benefits N/A (iv) Duration of the programme/ scheme N/A (v) Physical and financial targets of the programme N/A (vi) Nature/ scale of subsidy /amount allotted N/A (vii) Eligibility criteria for grant of subsidy N/A	Fully met

		(viii) Details of beneficiaries of subsidy programme (number, profile etc.) N/A	
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 N/A (ii) Annual accounts of all legal entities who are provided grants by public authorities N/A	Fully met
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 N/A (ii) For each concessions, permit or authorization granted a) Eligibility criteria N/A b) Procedure for getting the concession/ grant and/ or permits of authorizations N/A c) Name and address of the recipients given concessions/ permits or authorisations N/A d) Date of award of concessions /permits of authorizations N/A	Fully met
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. NIL	Fully met

3. Publicity Band Public interface

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 thereof [Section 4(l)(b)(vii)] [F No 1/6/201MR 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 NIL (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation Not required b) Day & time allotted for visitors Any time they can met the Director, CFMT&TI c) Contact details of Information & Facilitation Counter(IFC) to provide publications frequently sought by RTI applicants. Provided	Fully met
			Fully met

		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any NIL (ii) Detailed project reports (DPRs) NIL (iii) Concession agreements, NIL (iv) Operation and maintenance manuals NIL (v) Other documents generated as part of the implementation of the PPP NIL (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government NIL (vii) Information relating to outputs and outcomes NIL (viii) The process of the selection of the private sector party (concessionaire etc.) NIL (ix) All payment made under the PPP project NIL	
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 NIL (ii) Outline the Public consultation process NIL (iii) Outline the arrangement for consultation before formulation of policy NIL	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)1	Use of the most effective means of communication (i) Internet (website) CFMT&TI Website i.e www.fmttifudni.gov.in	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(l)(b)]	Information manual/handbook available in (i) Electronic format CFMT&TI Website (ii) Printed format Yes	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]	List of materials available (i) Free of cost At prescribed rate (ii) At a reasonable cost of the medium NIL	Fully met

4. E.Governance

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.20131]	(i) English YES (ii) Vernacular/ Local Language -----	Fully met
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 June, 2015	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form Institute's functions, objectives, Training & Testing information, Reports containing achievements / targets of CFMT&TI. (ii) Name/ title of the document/record/ other information As provided in the institute's website, (iii) Location where available As provided in the institute's website,	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1) (b)(xv)]	(i) Name & location of the faculty Shri. R.K. Ram, SAE/HOO/CPIO, CFMT&TI, Budni (ii) Details of Information made available All information concerning the institute (iii) Working hours of the facility 8:30 AM to 5:30 PM (on all working days) (iv) Contact person & contact details (Phone, fax email) Shri. R.K. Ram, SAE/HOO/CPIO Mob.: +91-9981710626 Email: rkram@nic.in	Fully met
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism It is in place (ii) Details of applications received under RTI and information provided Information has been provided in Annexure-VII (iii) List of completed schemes/ projects/ Programmes N/A (iv) List of schemes/ projects/ programme underway N/A (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract N/A	Fully met

		(vi) Annual Report Being published every year	
		(vii) Frequently Asked Question (FAQs) NIL	
		(viii) Any other information such as a) Citizen's Charter N/A b) Result Framework Document (RFD) N/A c) Six monthly reports on the Being sent to the Ministry. d) Performance against the benchmarks set in the Citizen's Charter N/A	
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 Details available in Annexure-VII (ii) Details of appeals received and- orders issued Details available in Annexure-VIII	Fully met
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given As mentioned in the applications and replies issued by CFMT&TI, Budni.	Fully met

5. Information as may be prescribed

5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.08.2016, F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Name & details of a) Current CPIOs & FAAs CPIO : Shri R.K. Ram Senior Agricultural Engineer/ HOO Appellate Authority : Shri J.J.R. Narware Director b) Earlier CPIO & FAAs from 01.01.2015 CPIO : Shri P.K. Verma Senior Agricultural Engineer FAA : Shri C.R. Lohi Director (ii) Details of third party audit of voluntary disclosure. a) Dates of audit carried out 26.07.2017 b) Report of the audit carried out ----- (iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD a) Date of appointment ----- b) Name & Designation of the officers Shri R.K. Ram, Senior Agricultural Engineer/ HOO	Fully met
-----	---	---	------------------

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure a) Dates from which constituted - ----- b) Name & Designation of the officers -----	
		(v) 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 -----	

6. Information Disclosed on own Initiative

6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	NIL	Fully met
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. No (ii) Does the website show the certificate on the Website? No	Fully met
