

## A FRAMEWORK ON SUO MOTO DISCLOSURE

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	Action to be taken
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	GAD
		(ii) Head of the organization	GAD
		(iii) Vision, Mission and Key objectives	GAD
		(iv) Function and duties	GAD
		(v) Organization Chart	GAD
		(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	GAD
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and judicial)	As per DOP issued by MoS (available in Port website)

	employees [Section 4(1) (b)(ii)]	(ii) Power and duties of other employees	Duties are assigned as per Designation
		(iii) Rules/ orders under which powers and duty are derived and	As per Port Regulations; FR& SRs, MPT Pct, CVC Act.
		(iv) Exercised	-do-
		(v) Work allocation	As the Department is functioning with One Regular Officer viz. (Exe. Engineer (vig.) No separate order for allocation has been issued.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Chief Vigilance Officer
		(ii) Final decision making authority	Chairman/VOC Port
		(iii) Related provisions, acts, rules etc.	As per Port Regulations; FR& SRs, MPT act, CVC Act.
		(iv) Time limit for taking a decisions, if any	FR &SRs As provided in the Regulation
		(v) Channel of supervision and accountability	Organization chart as in Administration report 2018 (available in Port website)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	CVO is to advise Chairman in all Vigilance matters including detection / Punishment of corruption and other mal practices and also to take preventive measures to minimise the scope of corruption or mal practices.
		(ii) Norms/ standards for functions/ service delivery	AS PER THE GUIDELINES ISSUED BY CVC FROM TIME TO TIME
		(iii) Process by which these services can be accessed	-
		(iv) Time-limit for achieving the targets	-
		(v) Process of redress of grievances	As per provisions in the Port

			Regulations
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	CVC manual 2017 and other orders and circulars issued by the Central Vigilance Commission
		(ii) List of Rules, regulations, instructions manuals and records.	Available in the VOC Port web-site Link to be provided by EDP Dept.
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	As per the policy guidelines issued by Central Vigilance Commission.
1.6	Categories of documents held by the authority under its control  [Section 4(1)(b) (vi)]	(i) Categories of documents	Copies of Vigilance Clearance forms , and Comlaints Investigation files
		(ii) Custodian of documents/categories	Supdt /Vigilance Department
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.	GAD
		(ii) Composition	GAD
		(iii) Dates from which constituted	GAD
		(iv) Term/ Tenure	GAD
		(v) Powers and functions	GAD
		(vi) Details of the previous Board Meetings	GAD
		(vii) Minutes of the Board meetings	GAD
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Statement enclosed
		(ii) Telephone , fax and email ID	

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 (ii) System of compensation as provided in its regulations	Furnished by Finance Department
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 (ii) Address, telephone numbers and email ID of each designated official.	GAD GAD
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 (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	L&DAS L&DAS
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	GAD GAD GAD GAD
1.13	Transfer policy and transfer orders		As indicated in Sl.No.1.5

	[F No. 1/6/2011- IR dt. 15.4.2013]		
--	------------------------------------	--	--

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks
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	<b>Finance</b>
		(ii) Budget for each agency and plan & programmes	<b>Finance</b>
		(iii) Proposed expenditures	<b>Finance</b>
		(iv) Revised budget for each agency, if any	<b>Finance</b>
		(v) Report on disbursements made and place where the related reports are available	<b>Finance</b>
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	<b>GAD</b>
		(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. <ul style="list-style-type: none"> <li>a) Places visited</li> <li>b) The period of visit</li> <li>c) The number of members in the official delegation</li> <li>d) Expenditure on the visit</li> </ul>	<b>GAD</b>
		(iii) Information related to procurements <ul style="list-style-type: none"> <li>a) Notice/tender enquires, and corrigenda if any thereon,</li> <li>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</li> <li>c) The works contracts concluded – in any such combination of the above-and</li> <li>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</li> </ul>	<b>Not applicable to Vigilance Department</b>
2.3	Manner of execution	(i) Name of the programme of activity	-do-

	of subsidy programme [Section 4(i)(b)(xii)]	(ii) Objective of the programme	-do-
		(iii) Procedure to avail benefits	-do-
		(iv) Duration of the programme/ scheme	-do-
		(v) Physical and financial targets of the programme	-do-
		(vi) Nature/ scale of subsidy /amount allotted	-do-
		(vii) Eligibility criteria for grant of subsidy	-do-
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	-do-
<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	-do-
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	-do-
<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	-do-
		(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	-do-
<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>Not applicable to Vigilance Department</b>

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks
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	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	Link to be provided by EDP
		(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	Not related to Vigilance Department
	[Section 4(1)(b)(vii)]	Public- private partnerships (PPP)	Mech.and Civil Depts
	[F No 1/6/2011-IR dt. 15.04.2013]	(i) Details of Special Purpose Vehicle (SPV), if any	Mech.and Civil Depts
		(ii) Detailed project reports (DPRs)	Mech.and Civil Depts
		(iii) Concession agreements.	Mech.and Civil Depts
		(iv) Operation and maintenance manuals	Mech.and Civil Depts
		(v) Other documents generated as part of the implementation of the PPP	Mech.and Civil Depts
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Mech.and Civil Depts
		(vii) Information relating to outputs and outcomes	Mech.and Civil Depts
(viii) The process of the selection of the private sector party (concessionaire etc.)		Mech.and Civil Depts	
	(ix) All payment made under the PPP project	Mech.and Civil Depts	
3.2	Are the details of policies / decisions, which affect public,	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	NA

	informed to them [Section 4(1) (c)]	(i) Policy decisions/ legislations taken in the previous one year	
		(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)	EDP
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	GAD
		(ii) Printed format	GAD
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	GAD -
		(ii) At a reasonable cost of the medium	GAD

## E.Governance

S.No.	Item	Details of disclosure	Remarks
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	<b>GAD</b>
		(ii) Vernacular/ Local Language	<b>GAD</b>
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	<b>GAD</b>
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<b>Link to be provided</b>
		(ii) Name/ title of the document/record/ other information	<b>Link to be provided</b>
		(iii) Location where available	<b>Link to be provided</b>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	<b>To be furnished by GAD</b>
		(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	(i) Grievance redressal mechanism	<b>GAD</b>
		(ii) Details of applications received under RTI and information provided	<b>GAD</b>

	section 4(i) (b)(xvii)	(iii) List of completed schemes/ projects/ Programmes	<b>GAD</b>
		(iv) List of schemes/ projects/ programme underway	<b>GAD</b>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>GAD</b>
		(vi) Annual Report	<b>Available in the VOC Port website under Vigilance</b>
		(vii) Frequently Asked Question (FAQs)	<b>GAD</b>
		(viii) Any other information such as a) Citizen's Charter	Not related to Vigilance Department
		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	<b>PIO section</b>
		(ii) Details of appeals received and orders issued	<b>PIO section</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	<b>GAD</b>

## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		<b>Link to be provided by EDP</b>
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?	<b>EDP</b>

\*\*\*\*\*