

192

SAMPLE TRANSPARENCY AUDIT REPORT

Name of the Ministry:- Comptroller & Auditor General of India

Name of Department:- Comptroller & Auditor General of India

Name of the Public Authority(PA):- Comptroller & Auditor General of India

1. Organisation and Function

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	Remarks
1.1 Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]								
1.1.1	Name and address of the Organization	Fully met	1.28	1.28	Fully met	1.28	1.28	
1.1.2	Head of the organization	Fully met	1.28	1.28	Fully met	1.28	1.28	
1.1.3	Vision, Mission and Key objectives	Fully met	1.28	1.28	Fully met	1.28	1.28	
1.1.4	Function and duties	Fully met	1.28	1.28	Fully met	1.28	1.28	

1.1.5	Organization Chart	Fully met	1.28	1.28	Fully met	1.28	1.28	
1.1.6	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	Fully met	1.28	1.28	Fully met	1.28	1.28	
1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]								
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.2.2	Power and duties of other employees	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.2.3	Rules/ orders under which powers and duty are derived and	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.2.4	Exercised	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.2.5	Work allocation	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]								
1.3.1	Process of decision making Identify key decision making points	Fully met	1.54	1.54	Fully met	1.54	1.54	

190

1.3.2	Final decision making authority	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.3.3	Related provisions, acts, rules etc.	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.3.4	Time limit for taking a decisions, if any	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.3.5	Channel of supervision and accountability	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]								
1.4.1	Nature of functions/ services offered	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.4.2	Norms/ standards for functions/ service delivery	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.4.3	Process by which these services can be accessed	Fully met	1.54	1.54	Fully met	1.54	1.54	
1.4.4	Time-limit for achieving the targets	Fully met	1.54	1.54	Fully met	1.54	1.54	The requisite information is provided on https://cag.gov.in/en/page-citizen-s-charter . Only the

								required links should be provided.
1.4.5	Process of redress of grievances	Fully met	1.54	1.54	Fully met	1.54	1.54	The requisite information is provided at https://cag.gov.in/en/page-entitlement-grievance . Only the required links should be provided.
1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]								
1.5.1	Title and nature of the record/manual /instruction.	Fully met	1.92	1.92	Fully met	1.92	1.92	
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully met	1.92	1.92	Fully met	1.92	1.92	

188

1.5.3	Acts/ Rules manuals etc.	Fully met	1.92	1.92	Fully met	1.92	1.92	
1.5.4	Transfer policy and transfer orders	Fully met	1.92	1.92	Partially met	1.92	0.96	Transfer Orders are not available on the website.
1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]								
1.6.1	Categories of documents	Not Applicable	0	0	Not Applicable	0	0	
1.6.2	Custodian of documents/categories	Not Applicable	0	0	Not Applicable	0	0	
1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]								
1.7.1	Name of Boards, Council, Committee etc.	Fully met	0.96	0.96	Fully met	0.96	0.96	
1.7.2	Composition	Fully met	0.96	0.96	Fully met	0.96	0.96	
1.7.3	Dates from which constituted	Fully met	0.96	0.96	Fully met	0.96	0.96	
1.7.4	Term/ Tenure	Fully met	0.96	0.96	Fully met	0.96	0.96	The information is provided

								on https://gasa b.gov.in/ga sab/pdf/NO TIFICATI ON_GASA B.pdf
1.7.5	Powers and functions	Fully met	0.96	0.96	Fully met	0.96	0.96	
1.7.6	Whether their meetings are open to the public?	Not Applicable	0	0	Not Applicable	0	0	
1.7.7	Whether the minutes of the meetings are open to the public?	Not Applicable	0	0	Not Applicable	0	0	
1.7.8	Place where the minutes if open to the public are available?	Not Applicable	0	0	Not Applicable	0	0	
1.8 Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8.1	Name and designation	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.8.2	Telephone, fax and email ID	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]								
1.9.1	List of employees with Gross monthly remuneration	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.9.2	System of compensation as provided in its regulations	Not	0	0	Not	0	0	

		Applicable			Applicable			
1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]								
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))								
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Fully met	3.85	3.85	Fully met	3.85	3.85	
1.12 Programmes to advance understanding of RTI (Section 26)								
1.12.1	Educational programmes	Fully met	1.92	1.92	Fully met	1.92	1.92	
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully met	1.92	1.92	Fully met	1.92	1.92	

1.12.3	Training of CPIO/APIO	Fully met	1.92	1.92	Fully met	1.92	1.92	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	Fully met	1.92	1.92	Fully met	1.92	1.92	
1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]								
1.13.1	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Fully met	7.69	7.69	Partially met	7.69	3.85	Transfer Orders are not available on the website.
	TOTAL		86	86		86	81	

2. Budget and Programme

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	Remarks
2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]								
2.1.1	Total Budget for the public authority	Fully met	10	10	Fully met	10	10	

184

2.1.2	Budget for each agency and plan & programmes	Fully met	10	10	Fully met	10	10	
2.1.3	Proposed expenditures	Fully met	10	10	Fully met	10	10	
2.1.4	Revised budget for each agency, if any	Fully met	10	10	Fully met	10	10	
2.1.5	Report on disbursements made and place where the related reports are available	Fully met	10	10	Partially met	10	5	Details of Actual disbursement are not available/updated at the link.
2.2 Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)								
2.2.1	Budget	Fully met	16.67	16.67	Fully met	16.67	16.67	
2.2.2	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	Fully met	16.67	16.67	Not met	16.67	0	Details of tours are not available.
2.2.3	Information related to procurements	Not	0	0	Not	0	0	

	<p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	applicable			Applicable			
--	--	------------	--	--	------------	--	--	--

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1	Name of the programme of activity	Not Applicable	0	0	Not Applicable	0	0	
2.3.2	Objective of the programme	Not Applicable	0	0	Not Applicable	0	0	
2.3.3	Procedure to avail benefits	Not Applicable	0	0	Not Applicable	0	0	
2.3.4	Duration of the programme/scheme	Not Applicable	0	0	Not Applicable	0	0	

2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	Not Applicable	0	0	
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	Not Applicable	0	0	
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	Not Applicable	0	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	Not Applicable	0	0	
2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]								
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable	0	0	Not Applicable	0	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable	0	0	Not Applicable	0	0	
2.5 Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]								
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	Not Applicable	0	0	
2.5.2	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or	Not Applicable	0	0	Not Applicable	0	0	

	permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations							
2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]								
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully met	50	50	Fully met	50	50	The information is provided on https://cag.gov.in/en/audit-report .
	TOTAL		133	133		133	111	

3. Publicity Band Public interface

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	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 thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]								
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully met	12.50	12.50	Fully met	12.50	12.50	
3.1.2	a) Arrangements for consultation with or representation by 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	Fully met	12.50	12.50	Fully met	12.50	12.50	
3.1.3	Public- private partnerships (PPP)-Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	Not Applicable	0	0	
3.1.4	Public- private partnerships (PPP)-Detailed project reports (DPRs)	Not Applicable	0	0	Not Applicable	0	0	
3.1.5	Public- private partnerships (PPP)-Concession agreements.	Not Applicable	0	0	Not Applicable	0	0	
3.1.6	Public- private partnerships (PPP)-Operation and	Not	0	0	Not	0	0	

	maintenance manuals	Applicable			Applicable			
3.1.7	Public- private partnerships (PPP)-Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	Not Applicable	0	0	
3.1.8	Public- private partnerships (PPP)-Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	Not Applicable	0	0	
3.1.9	Public- private partnerships (PPP)-Information relating to outputs and outcomes	Not Applicable	0	0	Not Applicable	0	0	
3.1.10	Public- private partnerships (PPP)-The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	Not Applicable	0	0	
3.1.11	Public- private partnerships (PPP)-All payment made under the PPP project	Not Applicable	0	0	Not Applicable	0	0	
3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]								
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	Not Applicable	0	0	

128								
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions/ legislations taken in the previous one year- Outline the Public consultation process	Not Applicable	0	0	Not Applicable	0	0	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Policy decisions/ legislations taken in the previous one year - Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	Not Applicable	0	0	
3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication- Internet (website)	Fully met	50	50	Fully met	50	50	
3.4 Form of accessibility of information manual/ handbook [Section 4(1)(b)]								
3.4.1	Information manual/handbook available in Electronic format	Fully met	25	25	Fully met	25	25	
3.4.2	Information manual/handbook available in Printed format	Fully met	25	25	Fully met	25	25	
3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]								
3.5.1	List of materials available Free	Fully met	25	25	Fully met	25	25	

	of cost							
3.5.2	List of materials available at a reasonable cost of the medium	Fully met	25	25	Fully met	25	25	List of materials available should be provided with the cost and medium.
	TOTAL		175	175		175	175	

to be conveyed to
ICISA for
immediate file
overall public release
unfiled
(Remarks column
when conveyed
to ICISA)

4. E. Governance

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	Remarks
4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]								
4.1.1	English	Fully met	14.29	14.29	Fully met	14.29	14.29	
4.1.2	Vernacular/Local Language	Fully met	14.29	14.29	Fully met	14.29	14.29	
4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]								
4.2.1	Last date of Annual updation	Fully met	28.57	28.57	Fully met	28.57	28.57	
4.3 Information available in electronic form [Section 4(1)(b)(xiv)]								

4.3.1	Details of information available in electronic form	Fully met	9.52	9.52	Fully met	9.52	9.52	
4.3.2	Name/ title of the document/record/ other information	Fully met	9.52	9.52	Fully met	9.52	9.52	
4.3.3	Location where available	Fully met	9.52	9.52	Fully met	9.52	9.52	
4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]								
4.4.1	Name & location of the faculty	Fully met	7.14	7.14	Fully met	7.14	7.14	
4.4.2	Details of information made available	Fully met	7.14	7.14	Fully met	7.14	7.14	
4.4.3	Working hours of the facility	Fully met	7.14	7.14	Fully met	7.14	7.14	
4.4.4	Contact person & contact details (Phone, fax email)	Fully met	7.14	7.14	Fully met	7.14	7.14	
4.5 Such other information as may be prescribed under section 4(i) (b)(xvii)								
4.5.1	Grievance redressal mechanism	Fully met	3.57	3.57	Fully met	3.57	3.57	
4.5.2	Details of applications received under RTI and information provided	Partially met	3.57	1.79	Partially met	3.57	1.79	Information provided to the RTI Applicant is not provided on the website.
4.5.3	List of completed schemes/ projects/ Programmes	Not	0	0	Not	0	0	

		Applicable			Applicable			
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	Not Applicable	0	0	
4.5.5	Details of all contracts entered into including <u>name</u> of the contractor, amount of contract and period of completion of contract	Fully met	3.57	3.57	Partially met	3.57	1.79	Complete information is not available on the website.
4.5.6	Annual Report	Fully met	3.57	3.57	Fully met	3.57	3.57	
4.5.7	Frequently Asked Question (FAQs)	Not Applicable	0	0	Fully met	3.57	3.57	FAQs available at https://cag.gov.in/en/faq_s
4.5.8	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	Fully met	3.57	3.57	Partially met	3.57	1.79	Performance Activity Report for the Year 2022-23 is not available. RFD and Six monthly

175

								reports are also not available.
4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]								
4.6.1	Details of applications received and disposed	Partially met	14.29	7.15	Partially met	14.29	7.15	Only the no. of RTI Applications received are available. Details of applications and their disposal should be provided.
4.6.2	Details of appeals received and orders issued	Partially met	14.29	7.15	Partially met	14.29	7.15	Only the no. of Appeals received are available. Details of appeals and their orders should be

								provided.
4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]								
4.7.1	Details of questions asked and replies given	Not Applicable	0	0	Not Applicable	0	0	
	TOTAL		161	145		164	145	

5. Information as may be prescribed

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	Remarks
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]								
5.1.1	Name & details of a) Current CPIOs & FAAs, b) Earlier CPIO & FAAs from 1.1.2015	Fully met	20	20	Fully met	20	20	
5.1.2	Details of third party audit of voluntary disclosure- a) Dates of audit carried out, b) Report of the audit carried out	Fully met	20	20	Fully met	20	20	Third party audit should be carried out every year.
5.1.3	Appointment of Nodal Officers not below the rank of Joint	Not met	20	0	Not met	20	0	

	Secretary/ Additional HoD- a) Date of appointment, b) Name & Designation of the officers							
5.1.4	Consultancy committee of key stake holders for advice on suo- motu disclosure- a) Dates from which constituted b) Name & Designation of the officers	Not Applicable	0	0	Not Applicable	0	0	
5.1.5	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	Not met	20	0	Not met	20	0	
	TOTAL		80	40		80	40	

6. Information Disclosed on own Initiative

S.No.	Details of disclosure	Self Assessment by PA			Sample Transparency Audit by CIC			
		Category	Max. Marks	Marks Obtained	Category	Max. Marks	Marks Obtained	Remarks

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information								
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully met	25	25	Fully met	25	25	Search function should be integrated in the 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)								
6.2.1	Whether STQC certification obtained and its validity.	Not met	12.5	0	Not met	12.5	0	STQC certification should be done as per Guidelines for Indian Government Websites (GIGW)
6.2.2	Does the website show the certificate on the Website?	Not met	12.5	0	Not met	12.5	0	
	TOTAL		50	25		50	25	
	GRAND TOTAL		685	604		688	577	