

## 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<br>(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<br>[Section 4(1)(b)(i)] | (i) Name and address of the Organization   | KENDRIYA VIDYALAYA RAEBARELI , GORA BAZAR, CIVIL LINES, RAEBARELI - 229001  |
|       |   | (ii) Head of the organization  | MR. SANJEEV KUMAR AGARWAL   |
|       |   | (iii) Vision, Mission and Key objectives   | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/Mission.aspx">http://kvsangathan.nic.in/Mission.aspx</a><br>2. <a href="http://kvsangathan.nic.in/ObjectiveofKvs.aspx">http://kvsangathan.nic.in/ObjectiveofKvs.aspx</a>         |
|       |   | (iv) Function and duties   | Provide quality education as per KVS and CBSE guidelines.   |
|       |   | (v) Organization Chart   | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/Organisationalchart.aspx">http://kvsangathan.nic.in/Organisationalchart.aspx</a>   |
|       |   | (vi) Any other details-the genesis, inception, formation of the department and the HoDs from | Please follow the link:<br>1. <a href="http://www.kvraebareli.org/english-aboutus">http://www.kvraebareli.org/english-aboutus</a><br>2. <a href="http://www.kvraebareli.org/english-committees">http://www.kvraebareli.org/english-committees</a> |

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|     |   | time to time as well as the committees/ Commissions constituted from time to time have been dealt |   |
| 1.2 | Power and duties of its officers and employees [Section 4(1) (b)(ii)] | (i) Powers and duties of officers (administrative, financial and judicial)                        | N/A. Pertains to KVS (HQ)   |
|     |   | (ii) Power and duties of other employees  | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf">http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf</a><br>2. <a href="http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx">http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx</a> |
|     |   | (iii) Rules/ orders under which powers and duty are derived and                                   |   |
|     |   | (iv) Exercised  |   |
|     |   | (v) Work allocation   | Work is equally distributed among employees by the Head of the organization i.e. Principal of Vidyalaya.  |
| 1.3 | Procedure followed in decision making process [Section 4(1)(b)(iii)]  | (i) Process of decision making Identify key decision making points                                | All decisions are made after discussion with the concern department heads, members and employees by the Head of the organization i.e. Principal of Vidyalaya.   |
|     |   | (ii) Final decision making authority  | Head of the organization i.e. Principal of Vidyalaya.   |
|     |   | (iii) Related provisions, acts, rules etc.  | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf">http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf</a><br>2. <a href="http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx">http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx</a> |
|     |   | (iv) Time limit for taking a decisions, if any  | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf">http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf</a>   |
|     |   | (v) Channel of supervision and accountability   | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/Organisationalchart.aspx">http://kvsangathan.nic.in/Organisationalchart.aspx</a>   |

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| 1.4 | Norms for discharge of functions<br>[Section 4(1)(b)(iv)]  | (i) Nature of functions/ services offered                          | Provide quality education as per KVS and CBSE guidelines.   |
|     |  | (ii) Norms/ standards for functions/ service delivery              | As per KVS and CBSE guidelines.   |
|     |  | (iii) Process by which these services can be accessed              | Annual inspection and result.   |
|     |  | (iv) Time-limit for achieving the targets                          | End of academic Session   |
|     |  | (v) Process of redress of grievances                               | Through committees build at school level and Grievances Redressal Cell at Regional Office of KVS  |
| 1.5 | Rules, regulations, instructions manual and records for discharging functions<br>[Section 4(1)(b)(v)]                | (i) Title and nature of the record/ manual /instruction.           | Manual Records kept in Office and Examination department  |
|     |  | (ii) List of Rules, regulations, instructions manuals and records. | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf">http://kvsangathan.nic.in/CircularsDocs/CIR-ACAD-23-02-15.Pdf</a>         |
|     |  | (iii) Acts/ Rules manuals etc.                                     | 2. <a href="http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx">http://kvsangathan.nic.in/GeneralDocuments/CIR-ACTT-12-11-14(1).docx</a>                      |
|     |  | (iv) Transfer policy and transfer orders                           | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/TransferDocuments/ANN(3)-13-04-2018.pdf">http://kvsangathan.nic.in/TransferDocuments/ANN(3)-13-04-2018.pdf</a> |
| 1.6 | Categories of documents held by the authority under its control<br><br>[Section 4(1)(b) (vi)]                        | (i) Categories of documents  | Service Books and Personal Files of employees, Official records of the organization   |
|     |  | (ii) Custodian of documents/categories                             | Head of the organization i.e. Principal of Vidyalaya.   |
| 1.7 | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority<br>[Section 4(1)(b)(viii)] | (i) Name of Boards, Council, Committee etc.                        | Vidyalaya Management Committee  |
|     |  | (ii) Composition   | Please follow the link:<br>1. <a href="http://www.kvraebareli.org/english-vmc">http://www.kvraebareli.org/english-vmc</a>   |
|     |  | (iii) Dates from which constituted                                 | 01 <sup>st</sup> April of every year  |

|  |  |                          |   |
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|  |  | (iv) Term/ Tenure        | Three Years   |
|  |  | (v) Powers and functions | <p><b>Functions/ Powers of the Management committee</b></p> <p>(1) To exercise control over expenditure in respect of the funds released by the Sangathan for the Vidyalaya, collection in respect of Vidyalaya Vikas Nidhi and other receipts in the manner laid down by the Sangathan. This shall include proper custody of funds, due control over expenditure , ensuring payments to proper persons and parties of correct amount and proper maintenance of accounts.</p> <p>(2) To prepare budget- estimates for the next financial year and sending suggestions in respect of new items of expenditure with justification therefor. This will include non – recurring items such as buildings, special repairs furniture, equipment , etc.</p> <p>(3) To exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of the staff, subject to procedures, rules and regulations prescribed by the Sangathan.</p> <p>(4) To make recommendations to the Sangathan about additional classes and sections, if any, to be formed in the Vidyalaya during the forthcoming academic year in order to accommodate children belonging to eligible categories.</p> <p>(5) To make suggestions to the Sangathan for any improvements in academics or other procedures relating to Vidyalaya, including amendments in the prescribed rules and regulations.</p> <p>(6) To assist the Vidyalaya in securing local assistance and co-operation for its better working and growth.</p> <p>(7) To scrutinize and approve the annual report of the Vidyalaya.</p> |

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|      |  |  | (8) To discharge such other functions relating to the Vidyalaya as may be prescribed by the Sangathan from time to time.<br><br>(9) To organise programmes/functions to raise cash contributions from the local community with the specific objective of collecting funds for the improvement of the Vidyalaya. |
|      |  | (vi) Whether their meetings are open to the public?  | Parents are the member  |
|      |  | (vii) Whether the minutes of the meetings are open to the public?  | Yes   |
|      |  | (viii) Place where the minutes if open to the public are available?  | Website   |
| 1.8  | Directory of officers and employees<br>[Section 4(1) (b) (ix)]   | (i) Name and designation   | Please follow the link:<br>1. <a href="http://www.kvraebareli.org/english-staff">http://www.kvraebareli.org/english-staff</a>   |
|      |  | (ii) Telephone , fax and email ID  | Telephone & Fax - 0535-2701769<br><br>kvrbl@rediffmail.com , pplkvrbl@gmail.com   |
| 1.9  | Monthly Remuneration received by officers & employees including system of compensation<br>[Section 4(1) (b) (x)] | (i) List of employees with Gross monthly remuneration  | Please follow the link:<br>1. <a href="http://www.kvraebareli.org/english-staff">http://www.kvraebareli.org/english-staff</a>   |
|      |  | (ii) System of compensation as provided in its regulations   | As per CCS (CCA) Pay Rules  |
| 1.10 | Name, designation and other particulars of public information officers<br><br>[Section 4(1) (b) (xvi)]           | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | MR. SANJEEV KUMAR AGARWAL, PRINCIPAL  |
|      |  | (ii) Address, telephone numbers and email ID of each designated official.  | Telephone & Fax - 0535-2701769<br><br>kvrbl@rediffmail.com , pplkvrbl@gmail.com   |

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| 1.11 | No. Of employees against whom Disciplinary action has been proposed/ taken<br><br>(Section 4(2)) | No. of employees against whom disciplinary action has been<br><br>(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<br><br>(Section 26)                                   | (i) Educational programmes   | As per KVS Guidelines   |
|      |  | (ii) Efforts to encourage public authority to participate in these programmes  | Regular workshops, in-service courses and training being held by KVS (HQ)   |
|      |  | (iii) Training of CPIO/APIO  |   |
|      |  | (iv) Update & publish guidelines on RTI by the Public Authorities concerned  | Regular intervals.  |
| 1.13 | Transfer policy and transfer orders<br>[F No. 1/6/2011- IR dt. 15.4.2013]                        |  | Please follow the link:<br><br>1. <a href="http://kvsangathan.nic.in/TransferDocuments/ANN(3)-13-04-2018.pdf">http://kvsangathan.nic.in/TransferDocuments/ANN(3)-13-04-2018.pdf</a> |

## 2. Budget and Programme

| S.No. | Item  | Details of disclosure   |   |
|-------|---|---|---|
| 2.1   | Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.<br>[Section 4(1)(b)(xi)] | (i) Total Budget for the public authority   | As per KVS (HQ) norms.  |
|       |   | (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  |   |
| 2.2   | Foreign and domestic tours<br>(F.No. 1/8/2012- IR dt. 11.9.2012)  | (i) Budget  | N/A   |
|       |   | (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   |   |
|       |   | b) The period of visit  |   |
|       |   | c) The number of members in the official delegation   |   |
|       |   | d) Expenditure on the visit   |   |
|       |   | (iii) Information related to procurements   | Please follow the link:<br><br>1. <a href="http://kvsangathan.nic.in/CircularsDocs/CIR-ACTT-25-07-14.PDF">http://kvsangathan.nic.in/CircularsDocs/CIR-ACTT-25-07-14.PDF</a> |
|       | a) Notice/tender enquires, and corrigenda if any thereon,   |   |   |
|       | b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,                                   |   |   |
|       | c) The works contracts concluded - in any such combination of the above-and   |   |   |
|       |   | d) The rate /rates and the total amount at which such procurement or works contract is to be executed.  |   |
| 2.3   | Manner of execution of subsidy programme<br>[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   |

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|     |   | (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   |
|     |   | (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   |
| 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<br>(ii) For each concessions, permit or authorization granted<br>a) Eligibility criteria<br>b) Procedure for getting the concession/ grant and/ or permits of authorizations<br>c) Name and address of the recipients given concessions/ permits or authorisations<br>d) Date of award of concessions /permits of authorizations | Please follow the link:<br><br><b>1.</b><br><a href="http://kvsangathan.nic.in/GeneralDocuments/ANN-27-02-2018(03).PDF">http://kvsangathan.nic.in/GeneralDocuments/ANN-27-02-2018(03).PDF</a> |
| 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.   | N/A   |



### 3. Publicity Band Public interface

| S.No.  | Item  | Details of disclosure  |   |
|--|---|--|---|
| 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<br><br>[Section 4(1)(b)(vii)]<br><br>[F No 1/6/2011-IR dt. 15.04.2013] | Arrangement for consultations with or representation by the members of the public<br>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens | Please follow the link:<br><br>1. <a href="http://kvsangathan.nic.in/Vigilance.aspx">http://kvsangathan.nic.in/Vigilance.aspx</a> |
| (ii) Arrangements for consultation with or representation by<br>a) Members of the public in policy formulation/ policy implementation<br>b) Day & time allotted for visitors<br>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants |   | Members of the public can contact the head of organisation on any working day for consultation with or representation.   |   |
| Public- private partnerships (PPP)<br>(i) Details of Special Purpose Vehicle (SPV), if any   |   | N/A ( This is a Government of India Undertaking)   |   |
| (ii) Detailed project reports (DPRs)   |   | N/A  |   |
| (iii) Concession agreements.   |   | N/A  |   |
| (iv) Operation and maintenance manuals   |   | N/A  |   |
| (v) Other documents generated as part of the implementation of the PPP   |   | N/A  |   |
| (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government   |   | N/A  |   |
| (vii) Information relating to outputs and outcomes   |   | N/A  |   |
| (viii) The process of the selection of the private sector party (concessionaire etc.)  |   | N/A  |   |
| (ix) All payment made under the PPP project  | N/A   |  |   |

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| 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;<br>(i) Policy decisions/ legislations taken in the previous one year | Yes, through website.   |
|     |   | (ii) Outline the Public consultation process   | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/Management.aspx">http://kvsangathan.nic.in/Management.aspx</a>                       |
|     |   | (iii) Outline the arrangement for consultation before formulation of policy  |   |
| 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<br>(i) Internet (website)   | Yes<br>1. <a href="http://kvsangathan.nic.in">http://kvsangathan.nic.in</a><br>2. <a href="http://www.kvraebareli.org">http://www.kvraebareli.org</a> |
| 3.4 | Form of accessibility of information manual/ handbook [Section 4(1)(b)]   | Information manual/handbook available in<br>(i) Electronic format  | E-mail  |
|     |   | (ii) Printed format  | Diary and dispatch registers.   |
| 3.5 | Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]                                    | List of materials available<br>(i) Free of cost  | N/A   |
|     |   | (ii) At a reasonable cost of the medium  | N/A   |

#### 4. E.Governance

| S .No. | Item  | Details of disclosure                                      | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)                     |
|--------|---|--|--|
| 4.1    | Language in which Information Manual/Handbook Available<br>[F No. 1/6/2011-IR dt. 15.4.2013]      | (i) English  | N/A  |
|        |   | (ii) Vernacular/ Local Language                            | N/A  |
| 4.2    | When was the information Manual/Handbook last updated?<br>[F No. 1/6/2011-IR dt 15.4.2013]        | Last date of Annual updation                               | N/A  |
| 4.3    | Information available in electronic form<br>[Section 4(1)(b)(xiv)]                                | (i) Details of information available in electronic form    | N/A  |
|        |   | (ii) Name/ title of the document/record/ other information | N/A  |
|        |   | (iii) Location where available                             | N/A  |
| 4.4    | Particulars of facilities available to citizen for obtaining information<br>[Section 4(1)(b)(xv)] | (i) Name & location of the faculty                         | 1. <a href="http://kvsangathan.nic.in">http://kvsangathan.nic.in</a><br>2. <a href="http://www.kvraebareli.org">http://www.kvraebareli.org</a> |
|        |   | 3. Details of information made available                   | All relevant information available.  |
|        |   | 4. Working hours of the facility                           | 24 hours.  |
|        |   | 5. Contact person & contact details (Phone, fax email)     | Office<br>Telephone - 0535-2701769<br><br>E-mail - kvrbl@rediffmail.com ,  |

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| 4.5  | Such other information as may be prescribed under section 4(i) (b)(xvii)           | (i) Grievance redressal mechanism   | Through written application   |
|  |  | (ii) Details of applications received under RTI and information provided  | Fully met   |
|  |  | (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   |
|  |  | (vi) Annual Report  | N/A   |
|  |  | (vii) Frequently Asked Question (FAQs)  | N/A   |
|  |  | (viii) Any other information such as<br>a) Citizen's Charter  | Please follow the link:<br>1. <a href="http://kvsangathan.nic.in/charter.pdf">http://kvsangathan.nic.in/charter.pdf</a> |
|  |  | b) Result Framework Document (RFD)  | N/A   |
|  |  | c) Six monthly reports on the   | N/A   |
| 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 (from 01-04-2018)   | 02  |
|  |  | (ii) Details of appeals received and orders issued  | N/A   |
| 4.7  | Replies to questions asked in the parliament [Section 4(1)(d)(2)]                  | Details of questions asked and replies given  | Fully met.  |

## 5. Information as may be prescribed

| S. No. | Item   | Details of disclosure   | Remarks/ Reference Points<br>(Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)                         |
|--------|--|---|--|
| 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] | <p>(i) Name &amp; details of<br/>(a) Current CPIOs &amp; FAAs<br/>(b) Earlier CPIO &amp; FAAs from 1.1.2015</p> <p>(ii) Details of third party audit of voluntary disclosure<br/><br/>(a) Dates of audit carried out<br/>(b) Report of the audit carried out</p> <p>(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD<br/><br/>(a) Date of appointment<br/>(b) Name &amp; Designation of the officers</p> <p>(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure<br/><br/>(a) Dates from which constituted<br/>(b) Name &amp; Designation of the officers</p> <p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI<br/><br/>(a) Dates from which constituted<br/>(b) Name &amp; Designation of the Officers</p> | <p>Please follow the link:</p> <p>1. <a href="http://kvsangathan.nic.in/RightToInfoAct.aspx">http://kvsangathan.nic.in/RightToInfoAct.aspx</a></p> |

## 6. Information Disclosed on own Initiative

| S.No. | Item  | Details of disclosure   | Remarks/ Reference Points<br>(Fully met/partially met/ not met-<br>Not applicable will be treated as fully<br>met/partially met) |
|-------|---|---|--|
| 6.1   | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information   |   | Organisation's website :<br>1. <a href="http://www.kvraebareli.org">http://www.kvraebareli.org</a>                               |
| 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.<br>(ii) Does the website show the certificate on the Website? | 2. <a href="http://www.kvraebareli.org">http://www.kvraebareli.org</a>   |

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