

## **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. Organization and Function:**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Govt. Museum & Art Gallery, Chandigarh <a href="http://chdmuseum.gov.in/">http://chdmuseum.gov.in/</a>
		(ii) Head of the organization	Director
		(iii) Vision, Mission and Key objectives	<b>At Flag (A)</b>
		(iv) Function and duties	<b>(Annexure – 1 of RTI Act)</b>
		(v) Organization Chart	<b>At Flag (B)</b>
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)	Director exercises the administrative powers of Government Museum and Art Gallery, Chandigarh and Liaison between U.T. Secretariat & Other Institution. Section Officer exercises the DDO Powers.
		(ii) Power and duties of other employees	<b>(Annexure – 2 of RTI Act)</b>
		(iii) Rules/ orders under which powers and duty are derived and	As per orders of Competent Authority powers/ duties are derived and assigned to the employees
		(iv) Exercised	As per orders of Competent Authority powers/ duties are derived and assigned to the employees
		(v) Work allocation	Work allocation is done as per orders of Competent Authority / Director
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision-making. Identify key decision making points	<b>(Annexure-3 of RTI Act)</b>
		(ii) Final decision making authority	Final decision-making authority depends on the case. Sometimes it is Secretary Culture, sometimes it is Director Govt. Museum & Art Gallery
		(iii) Related provisions, acts, rules etc.	Punjab Civil Service Rules are implemented
		(iv) Time limit for taking a decisions, if any	At the earliest
		(v) Channel of supervision and accountability	Ministerial Section supervised by Superintendent and Technical Sections supervised by concerned section incharges. As a Head of Office supervised by Director.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>(Annexure-4 of RTI Act)</b>
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Put up to competent authority i.e. Director, Government Museum and Art Gallery, Chandigarh and decision is conveyed to the applicant within prescribed period.

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.	<b>(Annexure-5 of RTI Act)</b>
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	<b>(Annexure-6 of RTI Act)</b>
		(ii) Custodian of documents/categories	
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.	<b>(Annexure-7 &amp; 8 of RTI Act)</b>
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<b>(Annexure-9 of RTI Act)</b>
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	List of employees with Gross monthly remuneration	<b>(Annexure-10 of RTI Act)</b>
		System of compensation as provided in its regulations	Granted pay scales as per Punjab Govt. pattern as adopted by Chandigarh Administration from time to time.
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	<b>(CPIO details at Annexure-16 of RTI Act)</b> <b>Appellate Authority :</b> Director, Government Museum and Art Gallery, Chandigarh Phone : 0172-2740261
		(ii) Address, telephone numbers and email ID of each designated official.	<b>CPIO : –</b> Sh. D. K. Ghavri, Chemist # 2416, Sector 19-C, Chandigarh Ph.: 0172-2740103, Mobile : 9888902278 Email : devinderghavri@gmail.com devinder.ghavri@chd.nic.in <b>Appellate Authority : –</b> Director, Government Museum and Art Gallery, Chandigarh Ph.: 0172-2740261 Email : museum-chd@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	01
		(i) Pending for Minor penalty or major penalty proceedings	(i) Major Penalty
		(ii) Finalised for Minor penalty or major penalty proceedings	Not applicable
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not applicable
		(ii) Efforts to encourage public authority to participate in these programmes	Not applicable
		(iii) Training of CPIO/APIO	Training programs undertaken as organized by Chandigarh Administration from time to time
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not applicable

**2. Budget and Programme :**

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)
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 (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any Report on disbursements made and place where the related reports are available	<b>(Annexure-11 of RTI Act)</b>
2.2	Foreign and domestic tours during 2019-20	(i) Budget (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	No officer of this institute has gone to foreign tour on government tour during 2019-2020.
		(iii) Information related to procurements 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.	Not applicable
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy/ amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Not applicable
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
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	(i) FREE - Entry for the children (ii) FREE - Entry for the Senior Citizens. (iii) FREE - Entry for the Physically and Mentally Challenged Visitors (iv) FREE OF COST booking of Exhibition Hall (v) FREE OF COST booking of Lecture Hall

		<p>(ii) For each concessions, permit:</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorizations</p> <p>d) Date of award of concessions /permits of authorizations</p>	<p>(i) FREE - entry for the children upto 12 years.  (ii) FREE - entry for the Senior Citizens.  (iii) FREE - entry for the Physically and Mentally Challenged Visitors  <b>(As per Memo No. 8076-1H(6)/2008/3123 dated-13.02.2008)</b></p> <p>(iv) FREE OF COST booking of Exhibition Hall on the approval from the competent authority vide <b>Notification No. 13374-1H(4)-75/1746 dated 27<sup>th</sup> January, 1976 under Rule 13.</b></p> <p>(iv) FREE OF COST booking of Lecture Hall on the approval from the competent authority vide <b>Notification no. 4734-1H(4)-72/8816 dated 19<sup>th</sup> April, 1972 under Rule 13.</b></p>
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh	Not applicable

### 3. Publicity Band Public interface :

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)
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 [Section 4(1)(b)(vii)]	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors  Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	Not applicable
		<p>Public - private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p>	<p>Guidelines are followed in letter and spirit. Whenever, there is policy decision, which affect public, is always published on notice boards as well as on website of the institution.</p> <p>(i) Notification to the Public regarding cancellation of <u>Sound and Light show</u>.</p> <p>(ii) Notification regarding <u>cancellation of Art Acquisition Committee Meeting to be held on 21.03.2020</u>.</p> <p>(iii) <u>Public Notice for Extended Hours for the booking of Auditorium and Exhibition Hall</u>.</p> <p>(iv) Notification regarding <u>Covid-19 outbreak</u></p>

		(ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy.	and strict precautionary measures being taken by Govt. of India. (v) Notification regarding <u>Ban on Single Use Plastic / Thermocol items in Chandigarh.</u> (vi) Notification regarding temporarily closure of Museum for visitors on account of Covid-19 pandemic.  Not applicable Not applicable
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)	Yes  <a href="http://chdmuseum.gov.in/">http://chdmuseum.gov.in/</a>
3.4	Form of accessibility of information manual/ Handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Website  Handbook
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Information on website is free of cost  Handbook available at reasonable rate

#### 4. E-Governance :

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)
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	Yes No
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Update	2016
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Yes <b>(Annexure 1 – 16 of RTI Act, 2005)</b> <a href="http://chdmuseum.gov.in/">http://chdmuseum.gov.in/</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Government Museum and Art Gallery, Sector 10, Chandigarh Collection, Services <b>(Annexure 15 of RTI Act, 2005)</b>
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism  (ii) Details of applications received under RTI and information provided (iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<ul style="list-style-type: none"> <li>The competent authority for offline grievances is the Director, Government Museum and Art Gallery, Chandigarh.</li> <li>The Nodal Officer for online grievances is Sh. Devinder Kumar Ghavri, (D K Ghavri) Chemist, Government Museum and Art Gallery, Chandigarh.</li> </ul> Not applicable Not applicable Not applicable Not applicable

		(vi) Annual Report	<ul style="list-style-type: none"> <li>The museum collaborated with Alliance Francaise Chandigarh on "Night of Ideas" on 28th January, 2021. A panel of experts from different fields discussed on "Space and Time, a melting talk between architecture, quantum physics and psychology.</li> <li>A talk by Professor BN Goswamy "Born of the same womb: Painting and Poetry" was organized on Saturday, 27th February, 2021. The talk was based on how all art forms are interconnected with special emphasis on poetry.</li> <li>In collaboration with Triveni Sangeet Sabha, a classical music concert was organized on Sunday, 14th March 2021. The artists invited were Shri Kashish Mittal, well known gayak of Agra Gharana and Ustad Asghar Husain, a renowned violin exponent of Delhi Gharana. This was first time that such a cultural event was organized in the outdoor plaza of Government Museum and Art Gallery.</li> </ul>
		(vii) Frequently Asked Question (FAQs)	Not applicable
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		c) Six monthly reports loaded on the website or not	Not applicable
		d) Performance against the benchmarks set in the Citizen's Charter	Not applicable
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	01.04.2020 to 31.03.2021 (i) RTI applications received = 26 (ii) RTI applications disposed = 26
		(ii) Details of appeals received and orders issued	Not applicable
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	(i) Parliamentary questions received from Rajya Sabha in the year 2020-2021 = 07 (ii) Parliamentary questions received from Lok Sabha in the year 2020-2021 = 08

#### 5. Information as may be prescribed :

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)
5.1	Such other information as may be prescribed	(i) Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<b>(Annexure 15 of RTI Act, 2005)</b>
		(ii) Details of third party audit of voluntary disclosure	Yes, Audit has been done
		(a) Dates of audit carried out (b) Report of the audit carried out	11.11.2020 and on 10.08.2021 Properly Met Report was received vide letter no. MGSIPA/Third Party Audit/2020/3059 dated 23, November, 2020
		(iii) Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Not applicable
		(a) Date of appointment (b) Name & Designation of the officers	
		(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure	Not applicable
		(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	Not applicable
		(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative :

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All the information regarding Collection and Services has been furnished on the website of the institution in digitized form.	The information regarding this institution is being updated on website from time to time in digital form.