

Transparency Audit of Suo Moto Disclosure under Section 4 of the RTI Act, 2005  
Branch Secretariat, Department of Legal Affairs, Bengaluru

1. Organisation and Function

| S.No. | Item   | Details of disclosure  | Remarks/Reference Points<br>(Fully met/partially met/ not met-<br>Not applicable will be treated as<br>fully met/partially met) |
|-------|--|--|---|
| 1.1   | Particulars of its organization, functions and duties [section 4(1)(b)(i)] | (i) Name and address of the Organization   | Branch Secretariat, Bengaluru   |
|       |  | (ii) Head of Organization  | Shri B. Nanda Kumar, Assistant Legal Adviser & In-Charge  |
|       |  | (iii) Vision, Mission and Key objectives.  | Available in the Annual Report  |
|       |  | (iv) Function and duties   | Available in the Annual Report  |
|       |  | (v) Organization Chart.  | Placed in Annexure - A  |
|       |  | (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. | Not Applicable  |
| 1.2   | Power and duties of its officers and employees [section 4(1)(b)(ii)]       | (i) Powers and duties of officers (administration, financial and judicial).  | Issued by the Main Secretariat  |
|       |  | (ii) Power and duties of other employees.  | Issued by the Main Secretariat  |
|       |  | (iii) Rules/orders under which powers and duty are derived and   | Administration of Main Secretariat  |
|       |  | (iv) Exercised   | Not Applicable  |
|       |  | (v) Work allocation.   | Done by the In-Charge, Branch Secretariat, Bengaluru  |
| 1.3   | Procedure followed in decision making process [section 4(1)(b)(iii)]       | (i) Process of decision making Identity key decision making points.  | Assistant Legal Adviser & In-Charge, Branch Secretariat, Bengaluru  |
|       |  | (ii) Final decision making authority   | Shri B. Nanda Kumar, Assistant Legal Adviser & In-Charge  |
|       |  | (iii) Related provisions, acts, rules etc.   | Not Applicable  |
|       |  | (iv) Time limit for taking a decisions, if any.  | Not Applicable  |
|       |  | (v) Channel of supervision and accountability.   | Not Applicable  |
|       |  |  | Not Applicable  |
| 1.4   | Norms for discharge of functions [section                                  | (i) Nature of functions/services offered.  | Not Applicable  |
|       |  | (ii) Norms/standards for functions/service delivery  | Not Applicable  |

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|      | 4(1)(b)(iv)]  | (iii) Process by which these services can be accessed.   | Not Applicable  |
|      |   | (iv) Time limit for achieving the targets.   | Not Applicable  |
|      |   | (v) Process of redress of grievances.  | Not Applicable  |
| 1.5  | Rules regulations, instructions manual and records for discharging functions. [section 4(1)(b)(v)]                | (i) Title and nature of the record/manual/instructions.  | Not Applicable  |
|      |   | (ii) List of Rules, regulations, instructions manuals and records.   | Not Applicable  |
|      |   | (iii) Acts/Rules manuals etc.  | Not Applicable  |
|      |   | (iv) Transfer policy and transfer orders.  | Not Applicable  |
| 1.6  | Categories of documents held by the authority under its control [section 4(1)(b)(vi)]                             | (i) Categories of documents.   | Not Applicable  |
|      |   | (ii) Custodian of documents/categories   | Not Applicable  |
| 1.7  | Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [section 4(1)(b)(viii)] | (i) Name of Boards, Councils, Committee etc.   | Not Applicable  |
|      |   | (ii) Composition   | Not Applicable  |
|      |   | (iii) Dates from which constituted   | Not Applicable  |
|      |   | (iv) Term/Tenure   | Not Applicable  |
|      |   | (v) Powers and functions   | Not Applicable  |
|      |   | (vi) Whether their meetings are open to the public?  | Not Applicable  |
|      |   | (vii) Whether the minutes of the meetings are open to the Public?  | Not Applicable  |
|      |   | (viii) Place where the minutes if open to the public are available?  | Not Applicable  |
| 1.8  | Directory of officers and employees [section 4(1)(b)(ix)]   | (i) Name and designation   | Placed in Annexure - B  |
|      |   | (ii) Telephone, fax and email ID   | Placed in Annexure - B  |
| 1.9  | Ministry Remuneration received by officers and employees including system of compensation [section 4(1)(b)(x)]    | (i) List of employees with Gross monthly remuneration.   | As per the postings & transfers made by the Main Secretariat, New Delhi |
|      |   | (ii) System of compensation as provided in its regulations.  | Not Applicable  |
| 1.10 | Name, designation and other particulars of public information   | (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority | Shri B. Nanda Kumar, Assistant Legal Adviser & In-Charge                |



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|     | IR dt.11.9.2012.   | officials of the rank of JS to the Government and above, as well as the heads of the Department.<br>a. Place visited<br>b. The period of visit.<br>c. The number of members in the official delegation.<br>d. Expenditure on the visit  |                |
|     |  | (iii) Information related to procurements.<br>a. Notice/tender enquires, and corrigenda if any thereon,<br>b. Details of the bids awarded comprising the names of the suppliers of goods/services being procured.<br>c. The works contracts concluded – in any such combination of the above – and.<br>d. The rate/rates and the total amount at which such procurements or works contract is to be executed. | Not Applicable |
| 2.3 | Manner of execution of subsidy programme [section 4(1)(b)(xii)]            | (i) Name of the programme of activity.  | Not Applicable |
|     |  | (ii) Objective of the programme   | Not Applicable |
|     |  | (iii) Procedure to avail benefits.  | Not Applicable |
|     |  | (iv) Duration of the programme/scheme   | Not Applicable |
|     |  | (v) Physical and financial targets of the programme   | Not Applicable |
|     |  | (vi) Nature/scale of subsidy/amount allotted.   | Not Applicable |
|     |  | (vii) Eligibility criteria for grant of subsidy   | Not Applicable |
|     |  | (viii) Details of beneficiaries of subsidy programme (number, profile etc.)   | Not Applicable |
| 2.4 | Discretionary and non-discretionary grants [F.No.1/6/2011-IR dt.15.4.2013] | (i) Discretionary and non-discretionary grants/allocations to state Govt./NGOs/other institutions.  | Not Applicable |
|     |  | (ii) Annual accounts of all legal entities who are provided grants by public authorities.   | Not Applicable |
| 2.5 | Particulars of recipients of   | (i) Concessions, permits or authorizations granted by   | Not Applicable |

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|     | concessions, permits of authorizations granted by the public authority. [section 4(1)(b)(xiii)] | 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 of authorizations.<br>d. Date of award of concessions/permits of authorizations. | Not Applicable |
| 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.  | 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)] [F.No.1/6/2011-IR dt.15.4.2013] | 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.   | Not Applicable  |
|       |   | (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 to provide publications frequently sought by RTI applicants. | Not Applicable  |
|       |   | Public – private partnerships (PPP)<br>i. Details of Special/Purpose Vehicle (SPV), if any.  | Not Applicable  |

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|     |   | ii. Detailed project reports (DPRs).   | Not Applicable |
|     |   | iii. Concession agreements   | Not Applicable |
|     |   | iv. Operation and maintenance manuals  | Not Applicable |
|     |   | v. Other documents, generated as part of the implementation of the PPP   | Not Applicable |
|     |   | vi. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government.   | Not Applicable |
|     |   | vii. Information relating to outputs and outcomes.   | Not Applicable |
|     |   | viii. The process of the selection of the private sector party (concessionaire etc.)   | Not Applicable |
|     |   | ix. All payment made under the PPP project.  | Not Applicable |
| 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. | Not Applicable |
|     |   | ii. Outline the Public consultation process.   | Not Applicable |
|     |   | iii. Outline the arrangement for consultation before formulation of policy.  | 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<br>i. Internet (website)  | Not Applicable |
| 3.4 | Form of accessibility of information manual/handbook [section 4(1)(b)]  | Information manual/handbook available in<br>(i) Electronic format  | Not Applicable |
|     |   | (ii) Printed format  | Not Applicable |
| 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.  | Not Applicable |
|     |   | ii. At a reasonable cost of the medium.  | Not Applicable |



#### 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 Mannual/Handbook Available<br>[F.No.1/6/2011-IR dt.15.4.2013]        | i. English  | Not Applicable  |
|       |  | ii. Vernacular/Local Language.  | Not Applicable  |
| 4.2   | When was the information Mannual/Handbook last updated?<br>[F.No.1/6/2011-IR dt.15.4.2013]         | Last date of Annual updaton   | Not Applicable  |
| 4.3   | Information available in electronic form<br>[section 4(1)(b)(xiv)]                                 | i. Details of information available in electronic form  | Not Applicable  |
|       |  | ii. Name/title of the document/record/other information   | Not Applicable  |
|       |  | iii. Location where available   | Not Applicable  |
| 4.4   | Particulars of facilities available to citizen for obtaining information.<br>[section 4(1)(b)(xv)] | i. Name & location of the faculty.  | Not Applicable  |
|       |  | ii. Details of information made available   | Not Applicable  |
|       |  | iii. Working hours of the facility.   | Not Applicable  |
|       |  | iv. Contact person & contact details (phone, fax, email)  | Not Applicable  |
| 4.5   | Such other information as may be prescribed under<br>[section 4(1)(b)(xvii)]                       | i. Grievance redressal mechanism.   | Not Applicable  |
|       |  | ii. Details of applications received under RTI and information provided.  | Not Applicable  |
|       |  | iii. List of completed schemes/projects/programmes  | Not Applicable  |
|       |  | iv. List of schemes/projects/programme underway   | Not Applicable  |
|       |  | v. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. | Not Applicable  |
|       |  | vi. Annual Report.  | Material for Annual Report is prepared every year and sent to the Main Secretariat, Department of Legal Affairs, New Delhi. |

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|     |  | vii. Frequently Asked Question                                      | Not Applicable  |
|     |  | viii. Any other information such as                                 | Not Applicable  |
|     |  | a. Citizen's Charter  |   |
|     |  | b. Result Framework Document  | Not Applicable  |
|     |  | c. Six monthly reports on the                                       | Not Applicable  |
|     |  | d. Performance against the benchmarks set in the Citizen's Charter. | Not Applicable  |
| 4.6 | Receipt & Disposal of RTI applications & appeals [F.No.1/6/2011-IR dt.15.4.2013] | i. Details of applications received and disposed.                   | 2017 – 3<br>2018 – 4<br>2019 – 3<br>2020 – 2 (upto October, 2020) |
|     |  | ii. Details of appeals received and orders issued.                  | 2017 – 1  |
| 4.7 | Replies to questions asked in the parliament. [section 4(1)(d)(2)]               | Details of questions asked and replies given.                       | Not Applicable  |

#### 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 [F.No.1/2/2016-IR dt.17.8.2016], [F.No.1/6/2011-IR dt.15.4.2013] | i. Name & details of<br>a. Current CPIO & FAAs<br>b. Earlier CPIO & FAAs from 1.1.2015   | <u>Current CPIO:</u><br>Shri B. Nanda Kumar,<br>Assistant Legal Adviser &<br>In-Charge, Branch<br>Secretariat, Bengaluru<br><br><u>Current FAA:</u><br>Shri R.S.Verma,<br>Additional Secretary,<br>Department of Legal<br>Affairs, New Delhi. |
|       |  | ii. Details of third party audit of voluntary disclosure.<br>a. Dates of audit carried out<br>b. Report of the audit carried out.                            | Not Applicable  |
|       |  | iii. Appointment of Nodal officers not below the rank of JS/Additional HoD.<br>a. Date of appointment<br>b. Name & Designation of the officers.              | Appointed by the<br>Main Secretariat,<br>Department of Legal<br>Affairs,<br>New Delhi.  |
|       |  | iv. Consultancy committee of key stake holders for advice on suo-motu disclosed.<br>a. Date from which constituted<br>b. Name & Designation of the officers. | Not Applicable  |

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|  |  | iv. Committee of PIOs/FAAs with rich experience in RTI to identity frequently sought information under RTI.<br>a. Date from which constituted<br>b. Name & Designation of the officers. | Not Applicable |
|--|--|---|----------------|

## 6 Information Disclosed on own Initiative.

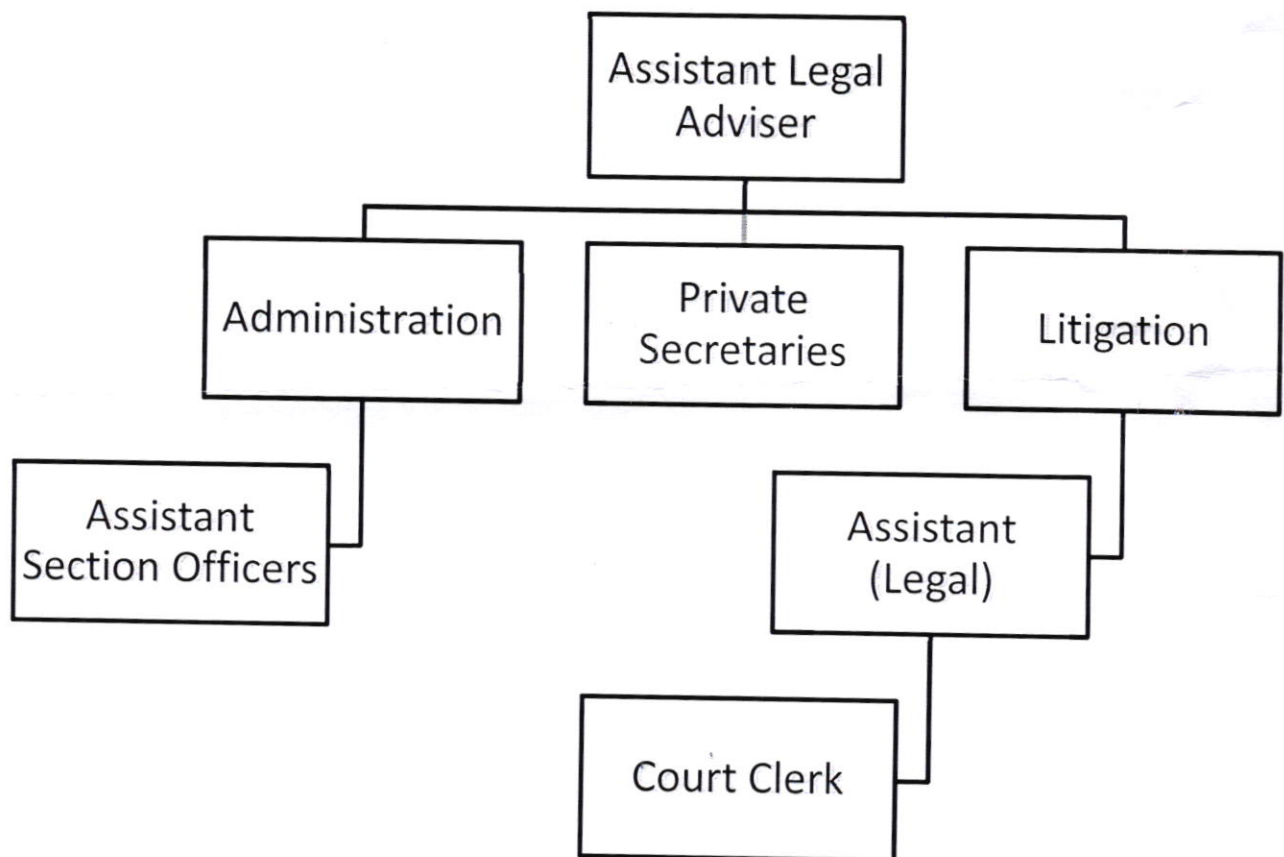
| S.No. | Item  | Details of disclosure   | Remarks/Reference Points (Fully met/partially met/ not met-Not applicable will be treated as fully met/partially met) |
|-------|---|---|---|
| 6.1   | Name / information disclosed so that public have minimum resort to use of RTI Act to obtain information   | As and when RTI applications are received, available information is furnished to the applicants.                      | Not Applicable  |
| 6.2   | Guidelines for Indian Government Websites (GIGW) is followed (released in Feb, 2019 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, Government of India) | i. Whether STQC certification obtained and its validity.<br>ii. Does the website show the certificate on the Website? | Not Applicable  |



## BRANCH SECRETARIAT

### BENGALURU

## ORGANISATION CHART



ANNEXURE - B

DIRECTORY OF OFFICERS AND STAFF WORKING IN THE BRANCH SECRETARIAT, BENGALURU

| Sl.No. | Name & Designation   | Telephone / Fax  | Email ID                   |
|--------|--|--|----------------------------|
| 1.     | Shri B. Nanda Kumar,<br>Assistant Legal Adviser &<br>In-Charge | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 2.     | Shri Uppilisinivasan<br>Principal Private Secretary            | Telephone-080-22869255 /<br>22869256                       | Email – mljblore-ka@nic.in |
| 3.     | Shri P.V.Narayanan<br>Private Secretary                        | Telephone-080-22869255 /<br>22869256                       | Email – mljblore-ka@nic.in |
| 4.     | Smt. Anita Christopher<br>Private Secretary                    | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 5.     | Smt. Rehana Khanam<br>Private Secretary                        | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 6.     | Shri J.Venkata Krishnan<br>Assistant Section Officer           | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 7.     | Shri L.A.Murali<br>Assistant Section Officer                   | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 8.     | Shri Upendra Kumar Mishra<br>Assistant (Legal)                 | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 9.     | Shri K.Vimal Kumar<br>Court Clerk                              | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |
| 10.    | Shri P.Jagadish<br>Multi-Tasking Staff                         | Telephone-080-25532002 /<br>25532003<br>Fax – 080-25502003 | Email – mljblore-ka@nic.in |