

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 (Fully met/partially met/ not met- Not applicable will be treated as 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
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

	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