

# FRAMEWORK FOR TRANSPARENCY AUDIT

*Suo Motu* Disclosure under Section 4 of the RTI Act, 2005.

| S. No<br>(1)                        | Item<br>(2)  | Details of disclosure<br>(3)  | Remarks / Reference Points<br>(Fully met / partially met / not met)<br>(Not applicable will be treated as fully met, partially met)<br>(4)   |
|-------------------------------------|--|---|--|
| <b>I. ORGANISATION AND FUNCTION</b> |  |   |  |
| 1.1                                 | Particulars of its organisation, functions & duties<br><i>[Section 4(1)(b)(i)]</i>                           | <ul style="list-style-type: none"> <li>(i) Name and address of the Organisation</li> <li>(ii) Head of the Organisation:</li> <li>(iii) Vision, Mission and Key Objectives</li> <li>(iv) Function and duties</li> <li>(v) Organisation Chart</li> <li>(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</li> </ul>  | <p style="text-align: center;"><b>Branch Secretariat Chennai</b></p> <p><b>Smt. R. Jayalakshmi</b></p> <p>Please see Annual Report of this Branch Secretariat</p> <p>Please see Annual Report of this Branch Secretariat</p> <p>Enclosed – <b>Annexure-I</b></p> <p>Not applicable</p> |
| 1.2                                 | Power and duties of its officers and employees<br><i>[Section 4(1)(b)(ii)]</i>                               | <ul style="list-style-type: none"> <li>(i) Powers and duties of officers (administrative, financial and judicial).</li> <li>(ii) Powers and duties of other employees</li> <li>(iii) Rules/orders under which powers and duty are derived and exercised</li> <li>(iv) Work allocation</li> </ul>  | <p>Issued by Main Secretariat</p> <p>Issued by Main Secretariat</p> <p>Administration of Main Secretariat</p> <p>Not applicable</p> <p>Not applicable</p>  |
| 1.3                                 | Procedure followed in decision making process<br><i>[Section 4(1)(b)(iii)]</i>                               | <ul style="list-style-type: none"> <li>(i) Process of decision-making: identify key decision-making points</li> <li>(ii) Final decision-making authority</li> <li>(iii) Related Provisions, Acts, Rules, etc.</li> <li>(iv) Time limit for taking decisions, if any.</li> <li>(v) Channel of supervision and accountability</li> <li>(i) Nature of functions/services offered</li> <li>(ii) Norms/standards for functions/service delivery</li> <li>(iii) Related Provisions, Acts, Rules, etc.</li> <li>(iv) Time limit for achieving the targets</li> <li>(v) Process of redress of grievances</li> </ul> | <p>Not applicable</p> <p>Not applicable</p> <p>Main Secretariat</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p>              |
| 1.4                                 | Norms for discharge of functions<br><i>[Section 4(1)(b)(iv)]</i>   | <ul style="list-style-type: none"> <li>(i) Title and nature of the record/manual/instruction</li> <li>(ii) List of Rules, regulations, instructions manuals and records</li> <li>(iii) Acts/Rules, Manuals, etc.</li> <li>(iv) Transfer policy and transfer orders</li> <li>(i) Categories of documents</li> <li>(ii) Custodian of documents/categories</li> </ul>  | <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p>  |
| 1.5                                 | Rules, regulations, instructions manual and records for discharging functions<br><i>[Section 4(1)(b)(v)]</i> |   |  |
| 1.6                                 | Categories of documents held by the authority under its control<br><i>[Section 4(1)(b)(vi)]</i>              |   |  |

|                                |   |  |   |
|--------------------------------|---|--|---|
| 1.7                            | Boards, Councils, Committees, Commissions and other Bodies constituted as part of the Public Authority<br><i>[Section 4(1)(b)(viii)]</i>          | (i) Name of Board, Council, Committee, etc.<br>(ii) Composition<br>(iii) Dates from which constituted<br>(iv) Term/Tenure<br>(v) Powers and functions<br>(vi) Whether their meetings are open to the public?<br>(vii) Whether the minutes of the meetings are open to the public?<br>(viii) Place where the minutes, if open to the public, are available? | Not applicable  |
| 1.8                            | Directory of officers and employees<br><i>[Section 4(1)(b)(ix)]</i>   | (i) Name and designation<br>(ii) Telephone, fax and e-mail ID  | Available in website <a href="http://www.legalaffairs.gov.in">www.legalaffairs.gov.in</a><br>Tel.: 044-28277523 / 28272671 / 28262605;<br>Fax: 044-28270501<br>e-mail: <a href="mailto:legal.tn@nic.in">legal.tn@nic.in</a>   |
| 1.9                            | Monthly remuneration received by officers & employees including system of compensation<br><i>[Section 4(1)(b)(x)]</i>                             | (i) List of employees with gross monthly remuneration<br>(ii) System of compensation as provided in its regulations  | As per budget allocation of IFD, M/o Law & Justice<br>Not applicable  |
| 1.10                           | Name, designation and other particulars of PIOs<br><i>[Section 4(1)(b)(xvi)]</i>  | (i) Name and designation of the Public Information Officer (PIO), Assistant PIO(s) and Appellate Authority<br>(ii) Address, telephone numbers and e-mail ID of each designated official:   | Shri Jaspal Singh Dhanju, CPIO;<br>Shri P.R. Ramanathan, CPIO;<br>Smt. R. Jayalakshmi, Appellate Authority.<br><b>Branch Secretariat, Department of Legal Affairs, 3<sup>rd</sup> Floor, Shastris Bhavan Annexe, Haddows Road, Chennai-6</b><br>Tel.: 044-28277523 / 28272671 / 28262605<br>Fax: 044-28270501<br>e-mail: <a href="mailto:legal.tn@nic.in">legal.tn@nic.in</a> |
| 1.11                           | Number of employees against whom disciplinary action has been proposed/taken<br><i>[Section 4(2)]</i>   | Number of employees against whom disciplinary action has been  |   |
| 1.12                           | Programmes to advance understanding of RTI<br><i>[Section 26]</i>   | (i) Pending for minor penalty or major penalty proceedings<br>(ii) Finalised for minor penalty or major penalty proceedings<br>(i) Educational programmes<br>(ii) Efforts to encourage public authority to participate in these programmes<br>(iii) Training of CPIO/APIO<br>(iv) Update and publish guidelines on RTI by the Public Authorities concerned | Not applicable  |
| 1.13                           | Transfer policy and transfer orders<br><i>[F.No.1/6/2011-JR dt 15.04.2013]</i>  |  | Issued by Main Secretariat  |
| <b>2. BUDGET AND PROGRAMME</b> |   |  |   |
| 2.1                            | Budget allocated to each agency including all plans, proposed expenditure & reports on disbursements made, etc.<br><i>[Section: 4(1)(b)(xii)]</i> | (i) Total budget for the public authority<br>(ii) Budget for each agency and plan and programmes<br>(iii) Proposed expenditures<br>(iv) Revised budget for each agency, if any   | As per budget allocation of IFD, M/o Law & Justice<br>Issued by Ministry of Finance<br>Available with IFD, M/o Law & Justice<br>Available with IFD, M/o Law & Justice   |