

FRAMEWORK FOR TRANSPARENCY AUDIT
Suo Motu Disclosure under Section 4 of the RTI Act, 2005.

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)	(2)	(3)			(4)
1. ORGANISATION AND FUNCTION					
1.1	Particulars of its organisation, functions & duties [Section 4(1)(b)(i)]	(i)	Name and address of the Organisation	Branch Secretariat Chennai	
		(ii)	Head of the Organisation:	Smt. R. Jayalakshmi	
		(iii)	Vision, Mission and Key Objectives	Please see Annual Report of this Branch Secretariat	
		(iv)	Function and duties	Please see Annual Report of this Branch Secretariat	
		(v)	Organisation Chart	Enclosed – Annexure-I	
		(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 (administrative, financial and judicial).	Issued by Main Secretariat	
		(ii)	Powers and duties of other employees	Issued by Main Secretariat	
		(iii)	Rules/orders under which powers and duty are derived and exercised	Administration of Main Secretariat	
		(iv)	Work allocation	Not applicable	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i)	Process of decision-making: identify key decision-making points	Not applicable	
		(ii)	Final decision-making authority	Main Secretariat	
		(iii)	Related Provisions, Acts, Rules, etc.	Not applicable	
		(iv)	Time limit for taking decisions, if any.	Not applicable	
		(v)	Channel of supervision and accountability	Not applicable	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i)	Nature of functions/services offered	Not applicable	
		(ii)	Norms/standards for functions/service delivery	Not applicable	
		(iii)	Related Provisions, Acts, Rules, etc.	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/instruction	Not applicable	
		(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	Not applicable	
		(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 Board, Council, Committee, etc.	Not applicable	
		(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	Available in website www.legalaffairs.gov.in	
		(ii)	Telephone, fax and e-mail ID	Tel.: 044-28277523 / 28272671 / 28262605; Fax:044-28270501 e-mail: legal.tn@nic.in	
1.9	Monthly remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i)	List of employees with gross monthly remuneration	As per budget allocation of IFD, M/o Law & Justice	
		(ii)	System of compensation as provided in its regulations	Not applicable	
1.10	Name, designation and other particulars of PIOs [Section 4(1)(b)(xvi)]	(i)	Name and designation of the Public Information Officer (PIO), Assistant PIO(s) and Appellate Authority	Shri Jaspal Singh Dhanju, CPIO; Shri P.R. Ramanathan, CAPIO; Smt. R. Jayalakshmi, Appellate Authority.	
		(ii)	Address, telephone numbers and e-mail ID of each designated official: ;	Branch Secretariat, Department of Legal Affairs, 3rd Floor, Shastri Bhavan Annexe, Haddows Road, Chennai-6 Tel.: 044-28277523 / 28272671 / 28262605 Fax:044-28270501 e-mail: legal.tn@nic.in	
1.11	Number of employees against whom disciplinary action has been proposed/taken [Section 4(2)]	Number of employees against whom disciplinary action has been			
		(i)	Pending for minor penalty or major penalty proceedings	Not applicable	
		(ii)	Finalised for minor penalty or major penalty proceedings		
1.12	Programmes to advance understanding of RTI (Section 26)	(i)	Educational programmes		
		(ii)	Efforts to encourage public authority to participate in these programmes		
		(iii)	Training of CPIO/APIO		
		(iv)	Update and publish guidelines on RTI by the Public Authorities concerned		
1.13	Transfer policy and transfer orders [F No.1/6/2011-IR dt 15.04.2013]	Issued by Main Secretariat			
2. BUDGET AND PROGRAMME					
2.1	Budget allocated to each agency including all plans, proposed expenditure & reports on disbursements made, etc. [Section 4(1)(b)(xi)]	(i)	Total budget for the public authority	As per budget allocation of IFD, M/o Law & Justice	
		(ii)	Budget for each agency and plan and programmes	Issued by Ministry of Finance	
		(iii)	Proposed expenditures	Available with IFD, M/o Law & Justice	
		(iv)	Revised budget for each agency, if any	Available with IFD, M/o Law & Justice	

		(v)	Report on disbursements made and place where the related reports are available	Main Secretariat	
2.2	Foreign and domestic tours [F No.1/8/2012-IR dt 11.09.2012]	(i)	Budget	Not applicable	
		(ii)	Foreign and domestic tours by Ministers and officials of the rank of Joint Secretary to the Govt and above, as well as the Heads of Departments –	Not applicable	
		(a)	Places visited	Not applicable	
		(b)	The period of visit	Not applicable	
		(c)	The number of members in the official delegation	Not applicable	
		(d)	Expenditure on the visit	Not applicable	
		(iii)	Information related to procurements		
		(a)	Notice/tender enquiries, and corrigenda, if any, thereon	Purchases are being made through G-eM since June 2019.	
		(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 [Section 4(1)(b)(xii)]	(i)	Name of the programme activity	Not applicable	
		(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.)		
2.4	Discretionary and non-discretionary grants [F No.1/6/2011-IR dated 15.04.2013]	(i)	Discretionary and non-discretionary grants/allocations to State Government / CGOs / Other Institutions	Not Applicable	
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities		
2.5	Particulars of recipients of concessions, permits of authorisations granted by the public authority [Section 4(1)(b)(xiii)]	(i)	Concessions, permits or authorisations granted by public authority	Not Applicable	
		(ii)	For each concession, permit or authorisation granted --		
		(a)	Eligibility criteria		
		(b)	Procedure for getting the concession/grant and/or permits of authorisations		
		(c)	Name and address of the recipients given concessions/permits of authorisations		
		(d)	Date of award of concessions/permits of authorisations		
2.6	CAG & PAC paras [F No.1/6/2011-IR dated 15.04.2013]		CAG and PAC paras and action taken reports (ATRs) after these have been laid on the Table of both the Houses of the Parliament	Not Applicable	

3. PUBLICITY AND PUBLIC INTERFACE

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 thereof. [Section 4(1)(b)(vii)] [F No.1/6/2011-IR dated 15.04.2013]	Arrangement for consultations with or representation by the members of the public					
		(i)	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable			
		(ii)	Arrangements for consultation with or representation by			Not Applicable	
			(a)	Members of the public in policy formulation / policy implementation			
			(b)	Day and time allotted for visitors			
		(c)	Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants				
		Public-Private Partnerships (PPP)					
		(i)	Details of Special Purpose Vehicle (SPV), if any	Not Applicable			
		(ii)	Detailed Project Reports (DPRs)				
		(iii)	Concession agreements				
		(iv)	Operation and maintenance manuals				
		(v)	Other documents generated as part of the implementation of the PPP				
		(vi)	Information relating to fees, tolls or the other kinds of revenues that may be collected under authorisation from the Government				
(vii)	Information relating to outputs and outcomes						
(viii)	The process of the selection of the private sector party (concessionaire, etc.)						
(ix)	All payments made under the PPP project						
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:					
		(i)	Policy decisions/legislations taken in the previous 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:					
		(i)	Internet (website)	Not applicable			
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in:					
		(i)	Electronic format	Not applicable			
		(ii)	Print format	Not applicable			
3.5	Whether information manual/handbook available free of cost of not [Section 4(1)(b)]	List of materials available					
		(i)	Free of cost	Not applicable			
		(ii)	At a reasonable cost of the medium	Not applicable			
4. E-Governance							
4.1	Language in which Information Manual/Handbook available [F No.1/6/2011-IR dated 15.04.2013]	(i)	English	Not available			
		(ii)	Vernacular/Local Language	Not applicable			

4.2	When was the Information Manual/Handbook last updated? [F No.1/6/2011-IR dated 15.04.2013]	Last update of Annual updation	Not applicable	
4.3	Information available in electronic form [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 [Section 4(1)(b)(xv)]	(i) Name and location of the facility	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, e-mail)	Not applicable	
4.5	Such other information as may be prescribed under Section 4(i)(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/ programs	Not applicable	
		(iv) List of schemes/projects/programs 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	Not applicable	
		(vii) Frequently Asked Questions (FAQs)	Not applicable	
		(viii) Any other information such as		
		a) Citizen's Charter	Not applicable	
		b) Result Framework Document (RFD)	Not applicable	
		c) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	Not applicable	
4.6	Receipt and Disposal of RTI applications and appeals [F No.1/6/2011-IR dated 15.04.2013]	(i) Details of applications received and disposed	Enclosed – Annexure-II	
		(ii) Details of appeals received and orders issued	Enclosed – Annexure-III	
4.7	Replies to Questions asked in the Parliament	Details of Questions asked and replies given	Not applicable	

5. Information as may be prescribed

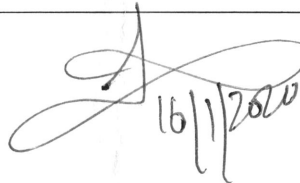
5.1	Such other information as may be prescribed [F No.1/2/2016-IR dated 17.08.2016] & [F No.1/6/2011-IR dated 15.04.2013]	(i) Name and details of	Please see Department's website www.legalaffairs.gov.in	
		a) Current CPIOs and FAAs		
		b) Earlier CPIOs and FAAs from 01.01.2015		
		(ii) Details of third-party audit of voluntary disclosure		
		a) Dates of audit carried out	Not applicable	
		b) Report of the audit carried out	Not applicable	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD		
		a) Date of appointment	By the Main Secretariat	
		b) Name and Designation of the officers	By the Main Secretariat	
		(iv) Consultancy Committee of key stakeholders for advice on <i>suo motu</i> disclosure		
		a) Dates from which constituted	Not applicable	
		b) Name and Designation of the officers	Not applicable	

		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI		
		a)	Dates from which constituted	Not applicable	
		b)	Name and Designation of the officers	Not applicable	

6. Information disclosed on own initiative

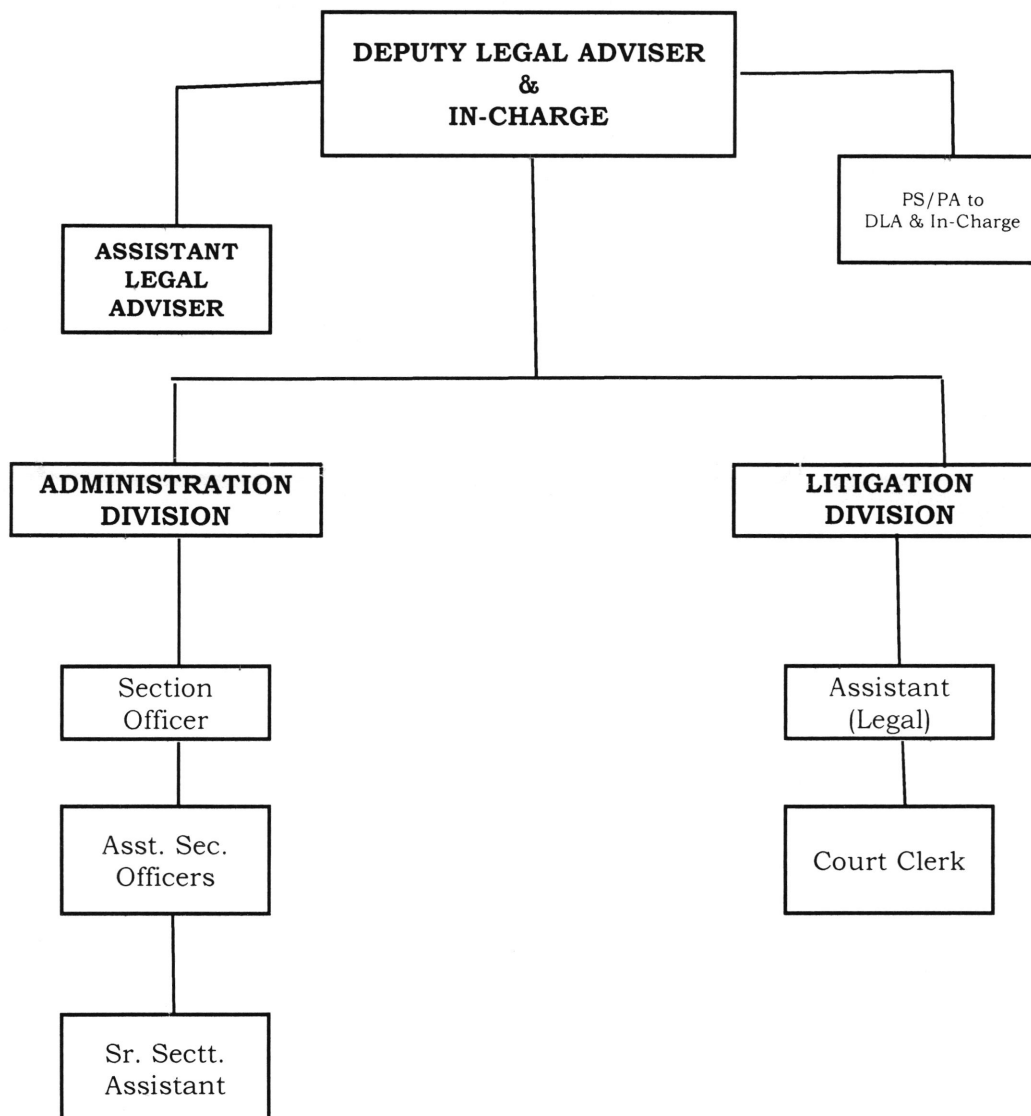
6.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information			Information as available under the RTI Act is conveyed to the applicants	
6.2	Guidelines for Indian Government Websites (GIGW) is followed [released in February 2009 and included in the Central Secretariat Manual of Officer Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension, Government of India]	(i)	Whether STQC Certification obtained and its validity	Not applicable	
		(ii)	Does the website show the certificate on the website?	Not applicable	

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16/11/2020

**MINISTRY OF LAW & JUSTICE
DEPARTMENT OF LEGAL AFFAIRS
BRANCH SECRETARIAT CHENNAI**

ORGANISATION CHART



R.T.I. APPLICATIONS RECEIVED AND DISPOSED

YEAR	R.T.I. APPLICATIONS RECEIVED			DISPOSED
	On-line	Physical (by post)	Total	
2017	21	27	48	48
2018	37	12	49	49
2019	46	06	52	52

R.T.I. APPEALS RECEIVED AND DISPOSED

YEAR	R.T.I. APPEALS RECEIVED			DISPOSED
	On-line	Physical (by post)	Total	
2017	03	05	08	08
2018	07	03	10	10
2019	03	03	06	06