

THIRD PARTY AUDIT OF PROACTIVE DISCLOSURE OF INFORMATION

REPORT



Submitted to

**Department of Legal Affairs
Government of India**



Submitted by

**Indian Institute of Public
Administration
New Delhi**

Third Party Audit of Proactive Disclosure of Information

REPORT

Project Coordinator

Dr. Sapna Chadah



Submitted to

**Department of Legal Affairs
Government of India**



Submitted by

**Indian Institute of Public Administration
New Delhi**

Preface

The Right to Information Act, 2005 was enacted with an aim to promote transparency and accountability in administration. The Act empowers Indian citizens to seek information from a Public Authority, thus making the Government and its functionaries more accountable and responsible. Another important aspect of the Act pertains to the obligation of public authorities to proactively disclose information to the public. Right to Information laws not only require governments to provide information upon request, they also impose a duty on public bodies to actively disclose, disseminate and publish, as widely as possible, information of general public interest even before it has been requested. The RTI Act mandates every public authority to disclose information as required under the 17 sub-clauses of section 4 (1) (b). The purpose of the proactive disclosure was to minimize the time, money and effort required by the public to access important but routine information; and reduce the overall number of individual requests, thereby reducing the administrative burden on government of implementing access to information laws.

However, the quality and quantity of proactive disclosure was not up to the desired level. It was felt by the government that the weak implementation of the Section 4 of the RTI Act was partly due to the fact that certain provisions of this Section have not been fully detailed and, in case of certain other provisions there is need for laying down detailed guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI Act are met. In order to address the above, Government of India issued guidelines for suo motu disclosure under section 4 of the RTI Act.

The Report presents a detailed analysis of the proactive disclosure of information by the Department of Legal Affairs, Government of India as required under the RTI Act and the guidelines for suo motu disclosure under section 4 of the RTI Act. The objective of the study was to study the information disclosed by the Department of Legal Affairs proactively; assess the quality of proactive disclosure made under the Act and the guidelines; and help identify information gaps in the proactive disclosure. I am thankful to Mr. Nitin for his help and assistance in bringing out this report.

**New Delhi
18.10. 2022**

**Dr. Sapna Chadah
Project Coordinator, IIPA**

CONTENTS

	<i>Preface</i>	i
Chapter 1	Introduction	1-14
Chapter 2	Audit of Proactive Disclosure under the RTI Act, 2005 by Department of Legal Affairs, Government of India	15-35
Chapter 3	Conclusions and Recommendations	36-38
Annexure	Copy of the Report unloaded on CIC Portal	

Chapter 1

Introduction

Background

Democracy means meaningful participation by the people in the public affairs. A democratic government must be sensitive to the public opinion, for which information must be made available to the people. Information and knowledge are instruments of transformation. Transparency, openness and accountability are the basic postulates of a responsive, responsible and accountable government. Effective accountability rests on the peoples' acquaintance with the information and circumstances for the decisions taken. Openness and full access to information are two pillars of any democratic state. Importance of the right to information has now been well recognized as one of the essential requirements of good governance as evident in the prescriptions provided by the international organizations such as World Bank, IMF, UNDP, OECD countries and ADB.

The Right to Information Act enacted on June 15, 2005, is an instrument to promote transparency and accountability in administration. The legislation confers on all citizens a right to seek information and correspondingly makes it the duty of the public authorities to disseminate information for better governance and accountability. The law has widest possible reach covering Central and State Governments, Panchayati Raj Institutions, local bodies and recipients of government grants but would not apply to the intelligence and security organizations except if the information relates to the allegations of corruption. It was expected that RTI Act would usher in a new era of performance and transparency to benefit the common man in the complex modern world and empower the people to judge if the government was functioning in public interest. RTI will give public-spirited people an instrument to prevent misuse of public power and funds. However, the Act has not yet reached the stage of implementation which was envisioned and one of the grey areas is proactive disclosure of information.

Suo-motu Disclosure under RTI Act

Section 4(1)(b) of the Act lays down the information which shall be disclosed by the Public Authorities proactively. It was supposed to be strongest pillar of the historic law that came into effect in 2005. It listed 17 categories of information which had to be proactively disclosed within 120 days from the enactment of this Act. These are as follows:

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision-making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;

- (xvii) such other information as may be prescribed; and thereafter update these publications every year;

Thus Section 4(1)(b) requires Public Authorities to routinely disclose information about their functions, decision-making norms, documents held, employee contacts and budgets. Sections 4(2) and 4(3) prescribes the method of dissemination. “Every public authority shall constantly endeavour to provide as much information *suo motu* to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.” Every information shall be disseminated widely and, in such form, and manner which is easily accessible to the public. However, all materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.¹

The purpose of *suo-motu* disclosure is to place maximum information in the public domain on proactive basis which can easily be assessed by people without asking for the same. The idea was to cut number of RTI applications and lessen the burden on public authorities. Further, this will ensure transparency and openness in the functioning of public authorities. Since promulgation of RTI Act large amount of information relating to the functioning of the government is being put in public domain. However, the quality and quantity of proactive disclosure is not up to desired level. The major criticism against proactive disclosure is that every ministry and department is paying only lip service to section 4 and dishing out outdated information. This has given rise to a growing suspicion among the civil society groups that the government, let alone implementing section 4 of the Act, was trying to further restrict the Act.

A study commissioned by the government in 2009 and conducted by PricewaterhouseCoopers said that 75 percent of the respondents noted their dissatisfaction with the information furnished by the public authorities. This, the study said, is usually due to poor record-keeping within the public authorities and, therefore, becomes a crucial factor in the non-compliance of public authorities with Section 4(1)(b)

¹ *ibid* Section 4(2),(3), (4)

of the RTI Act. Against the backdrop of continued indifference to section 4 by the public authorities, the civil society groups mounted pressure on the government to come up with a detailed guideline on section 4. It was also felt by the government that the weak implementation of the section 4 of the RTI Act is partly due to the fact that certain provisions of this have not been fully detailed and in case of certain other provision there is need for laying the detail guidelines. Further there is need to set up a compliance mechanism to ensure that requirements under section 4 of the RTI are met. In order to address the above, Government of India constituted a Task Force on *suo motu* disclosure under the RTI Act, 2005 in May 2011 which included, apart from officials from various ministries, representatives of civil society organisations active in the field of RTI. The mandate of the task force was to examine the provisions of section 4(l)(b) and to recommend guidelines for disclosures to be made at various levels of administration; to recommend other items which may be included for *suo motu* disclosure; to explore the possibility of prescribing simple templates for disclosing specific category of information in order to facilitate disclosure; to recommend mediums through which such disclosure is to be made at various levels, which would include disclosure through electronic means; and to recommend guidelines for complying with the provisions under Section 4.²

Based on the report of the Task Force, the Government issued guidelines for *suo motu* disclosure under section 4 of the RTI Act.³ The Guidelines for Implementation of *suo-motu* disclosure under Section 4 of the RTI Act, 2005 for Central Ministries / Departments issued on April 15, 2013 are on:

- *Suo motu* disclosure of more items under Section 4
- Guidelines for digital Publication of proactive disclosure under Section 4
- Detailing of Section 4(1)(b)(iii), 4(1)(b)(iv), 4(1)(b)(xi), 4(1)(b)(xiv)
- Compliance mechanism for *suo motu* disclosure (proactive disclosure) under the RTI Act, 2005

² Brajesh Kumar (June 17 2013), Section 4 changes welcome addition to RTI Act, Governance Now, <http://governancenow.com/news/regular-story/section-4-changes-welcome-addition-rti-act>

³ Office Memorandum No. 1/6/2011-IR DoPT dated April 15, 2013

Guidelines on *suo motu* disclosure under Section 4 of the RTI Act

A *Suo motu* disclosure of more items under Section 4

The guidelines mandate that in addition to the information specified in Section 4(1)(b) of RTI Act, the Public Authorities also may proactively disclose the following items under the *suo motu* disclosure provisions of Section 4:

1. Information related to Procurement-

- Information relating to procurement made by Public Authorities including publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed.
- At present the limit is fixed at Rs. 10 lakh.
- In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.
- However, information about procurement which fall within the purview of Section 8 of the RTI Act would be exempt.

2. Public Private Partnerships-

- If Public services are proposed to be provided through a Public Private Partnership (PPP), all information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement.
- This may include details of the Special Purpose Vehicle (SPV), detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- Information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed.

- All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.
- The documents under the ambit of the exemption from disclosure of information under section 8(1)(d) and 8(1)(j) of the RTI Act would not be disclosed *suo motu*.

3. Transfer Policy and Transfer Orders –

- Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed.
- All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.
- The guidelines would not apply to transfers made keeping in view sovereignty, integrity, security, strategic, scientific or economic interests of the State and the exemptions covered under Section 8 of the Act.

4. RTI Applications –

- All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.
- RTI applications and appeals received and their responses relating to the personal information of an individual may not be disclosed, as they do not serve any public interest.

5. CAG & PAC paras –

- Public Authorities may proactively disclose the CAG & PAC paras and the Action Taken Reports (ATRs) only after these have been laid on the table of both the houses of the Parliament.
- CAG paras dealing with information about the issues of sovereignty, integrity, security, strategic, scientific or economic interests of the State and information covered under Section 8 of the RTI Act would be exempt.

6. Citizens Charter-

- Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed
- Six monthly reports on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

7. Discretionary and Non-discretionary Grants –

- All discretionary /non-discretionary grants/ allocations to state governments/ NGOs/Other institutions by Ministry/Department should be placed on the website of the Ministry/Department concerned.
- Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.
- Disclosures would be subject to provisions of Section 8 to 11 of the RTI Act.

8. Foreign Tours of PM/ Ministers-

- Public Authorities may proactively disclose the **details of foreign and domestic official tours** undertaken **by the Minister(s) and officials of the rank of Joint Secretary to the Government of India** and above and Heads of Departments, since 1st January, 2012.
- The disclosures may be **updated once every quarter**.
- Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.
- Exemptions under Section 8 of the RTI Act, 2005 may be kept in view while disclosing the information. These instructions would not apply to security and intelligence organisations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

B Guidelines for digital publication of proactive disclosure under Section 4

The guidelines provide that while adhering to the standards of government guidelines as laid down by Department of Information Technology and Department of Administrative Reforms & Public Grievances, the following principles additionally should also be kept in view to ensure that websites' disclosures are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.

- a. It should be the endeavour of all public authorities that all entitlements to citizens and all transactions between the citizen and government are gradually made available through computer-based interface.
- b. Websites should contain detailed information from the point of origin to the point of delivery of entitlements/services provided by the Public Authorities to citizens.
- c. Orders of the public authority should be uploaded on the website immediately after they have been issued.
- d. Website should contain all the relevant Acts, Rules, forms and other documents, which are normally accessed by citizens.
- e. Websites should have detailed directory of key contacts, details of officials of the Public Authority.
- f. Under Section 4 (1) (b) (xiv) every public authority should indicate through the website t which digitally held information is made available publicly over the internet and which is not.
- g. The requirement of bringing due transparency as provided in the RTI Act is given adequate consideration at the design stage itself.
- h. To maintain reliability of information and its real time updation, information generation in a digital form should be automatically updated on the basis of key work outputs.
- i. Information must be presented from a user's perspective, which may require re-arranging it, simplifying it etc. However, original documents in original formats should continue to be made available because these are needed for community monitoring of government's functioning.

- j. The schedule mentioned in the 'National Data Sharing and Accessibility Policy' notified in March 2012 to make all the publically funded information readily available should be strictly adhered to.
- k. Information and data should be presented in open data formats whereby it can be pulled by different Application Protocol Interfaces to be used in different fashions more appropriate to specific contexts and needs. Information/ data should be presented in powerful visual ways using visualisation techniques. All such different media and forms should be used for proactive disclosure.
- l. Every webpage displaying information or data proactively disclosed under the RTI Act should, on the top right corner, display the mandatory field 'Date last updated (DD/MM/YY)'.

3 Guidelines for certain clauses of Section 4(1)(b) to make disclosure more effective

The elements of information listed in the various sub-clauses of Section 4(1)(b) must be disclosed in an integrated manner. Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are provided in the guidelines. These are **section 4(1)(b)(iii) - “the procedure followed in the decision-making processes, including channels of supervision and accountability”**; **Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”**; **Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”**; **Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form.**

A Guidelines for section 4(1)(b)(iii)- “the procedure followed in the decision-making processes, including channels of supervision and accountability”

The major challenge under this provision is to present a simplified version of the decision-making procedure that is of interest to a common citizen. For this, the guidelines for detailing the decision-making processes are as follows:

- a) Every public authority should specifically identify the major outputs/ tangible results/ services/ goods, as applicable, that it is responsible for providing to the public or to whosoever is the client of the public authority.

- b) In respect of (a) above, the decision-making chain should be identified in the form of a flow chart explaining the rank/grade of the public functionaries involved in the decision-making process and the specific stages in the decision-making hierarchy.
- c) The powers of each officer including powers of supervision over subordinates involved in the chain of decision-making must also be spelt out next to the flow chart or in a simple bullet-pointed format in a text-box.
- d) This design of presentation should then be extended to cover all statutory and discretionary operations that are part of the public authority's mandate under the AOB read with the TOB.
- e) In the event of a public authority altering an existing decision-making process or adopting an entirely new process, such changes must be explained in simple language in order to enable people to easily understand the changes made.

B Guidelines for Section 4(1)(b)(iv) - “the norms set by it for the discharge of its functions”

- The intention of this clause is that every public authority should proactively disclose the standards by which its performance should be judged. Norms may be qualitative or quantitative in nature, or temporal or statutory norms. In order to ensure compliance with this clause, public authorities would need to disclose norms for major functions that are being performed.
- Citizen Charters, which are mandatory, for each central Ministry/Department/Authority, lay down norms of performance for major functions and for monitoring achievements against those standards.
- Wherever norms have been specified for the discharge of its functions by any statute or government orders, they should be proactively disclosed, particularly linking them with the decision-making processes as detailed earlier. All Public Authorities should proactively disclose the following:
 - a. Defining the services and goods that the particular public authority/office provides directly (or indirectly through any other agency/contractor).
 - b. Detailing and describing the processes by which the public can access and/or receive the goods and services that they are entitled to, from the

public authority/office along with the forms, if any prescribed, for use by both the applicant and the service providing agency. Links to such forms (online), wherever available, should be given.

- c. Describing the conditions, criteria and priorities under which a person becomes eligible for the goods and services, and consequently the categories of people who are entitled to receive the goods and services.
- d. Defining the quantitative and tangible parameters, (weight, size, frequency etc.) and timelines that are applicable to the goods and services that are accessible to the public.
- e. Defining the qualitative and quantitative outcomes that each public authority/office plans to achieve through the goods and services that it was obligated to provide.
- f. Laying down individual responsibility for providing the goods and services (who is responsible for delivery/implementation and who is responsible for supervision).

C. Guidelines for Section 4(1)(b)(xi)- “the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made”

The public authorities while disclosing their budgets shall undertake the following:

- (a) Keeping in view of the technical nature of the government budgets, it is essential that Ministries/Departments prepare simplified versions of their budgets which can be understood easily by general public and place them in public domain. Budgets and their periodic monitoring reports may also be presented in a more user-friendly manner through graphs and tables, etc.
- (b) Outcome budget being prepared by Ministries/Departments of Government of India should be prominently displayed and be used as a basis to identify physical targets planned during the budgetary period and the actual achievement vis-à-vis those targets. A monthly programme implementation calendar method of reporting being followed in Karnataka is a useful model.
- (c) Funds released to various autonomous organizations/ statutory organizations/ attached offices/ Public Sector Enterprises/ Societies/ NGOs/ Corporations etc.

should be put on the website on a quarterly basis and budgets of such authorities may be made accessible through links from the website of the Ministry/Department. If a subsidiary does not have a website, then the budgets and expenditure reports of such subsidiary authority may be uploaded on the website of the principal Public Authority.

- (d) Wherever required by law or executive instruction, sector specific allocations and achievements of every department or public authority (where feasible) must be highlighted. For example, budget allocation and target focusing on gender, children, Scheduled Castes and Scheduled Tribes and religious minorities should be specially highlighted. The sector-wise breakup of these targets and actual outcomes must be given in simplified form to enable the vulnerable segments of society to better understand the budgets of public authorities.

D. Guidelines for Section 4(1)(b)(xiv) – details in respect of information, available to or held by it, reduced in an electronic form

- Keeping in view the varied levels of computerization of records and documents in public authorities, data about records that have been digitized may be proactively disclosed on the respective websites, excluding that records /files /information that are exempted under Section 8.
- The data about digitized record may include the name of the record and any categorization or indexing used; the subject matter and any other information that is required to be compiled in relation to a file as prescribed by Manual of Office Procedure (and to be prescribed by MOP for electronic records that is under finalization by DARPG), the division/ section/ unit/ office where the record is normally held; the person, with designation, responsible for maintaining the record; and the life span of the record, as prescribed in the relevant record retention schedule.

4 Compliance with Provisions of *suo motu* (proactive) disclosure under the RTI Act

- Each Ministry/Public Authority shall ensure that these guidelines are fully operationalized within a period of 6 months from the date of their issue.

- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be done annually and should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third-party auditors on their website.
- The Central Information Commission should examine the third-party audit reports for each Ministry/Public Authority and offer advice/recommendations to the concerned Ministries/ Public Authorities.
- Central Information Commission should carry out sample audit of few of the Ministries/ Public Authorities each year with regard to adequacy of items included as well as compliance of the Ministry/Public Authority with these guidelines.
- Compliance with the proactive disclosure guidelines, its audit by third party and its communication to the Central Information Commission should be included as RFD target.

5 Nodal Officer

Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines. The Nodal Officer would work under the supervision of the Secretary of the Ministry/Department or the HOD of the attached office, as the case may be. Nodal Officers of Ministry/Department and HOD separately should also ensure that the formations below the Ministry/Department/Attached Office also disclose the information as per the proactive disclosure guidelines.

6 Annual Reports to Parliament/Legislatures

Government has issued directions to all Ministries/Departments to include a chapter on RTI Act in their Annual Reports submitted to the Parliament. Details about compliance with proactive disclosure guidelines should mandatorily be included in the relevant chapter in Annual Report of Ministry/Department.

Objectives of the Study

The Objectives of the Study are to:

- study the information disclosed by the Department of Legal Affairs, Govt of India proactively under Section 4(1)(b) of the RTI Act;
- assess the quantity and quality of proactive disclosure made and compliance of mandated suo motu disclosures under Section 4 of the RTI Act therein;
- examine the level of compliance of the detailed guidelines regarding implementation of *suo motu* disclosure under Section 4 of the RTI Act by Department of Legal Affairs, Govt of India;
- help identify information gaps in the proactive disclosure and areas of improvement; and
- suggest appropriate measures to foster better compliance with the provisions of the RTI Act relating to proactive disclosure and make the implementation of the guidelines more effective.

Methodology of the Study

As the proactive disclosure is to be made by providing information to the public at regular intervals through various means of communications including internet. Further, the 2013 Guidelines for Proactive Disclosure by Department of Personnel & Training, Govt of India mandates that the disclosure would gradually to be made through internet. Therefore, the study/ audit involved a scrutiny of the proactive disclosure through Website of Department of Legal Affairs, Govt of India for 2021-22 and to examine how far the requirements of the RTI Act and the Guidelines have been fulfilled. For that, the information and various documents disclosed through the website were examined to find out the level and state of *suo-motu* disclosure and the extent of compliance of 2013 guidelines. Discussions with various officials involved in the implementation of the RTI Act and guidelines were also taken up.

Chapter 2

Audit of Proactive Disclosure of Information under RTI Act, 2005

Department of Legal Affairs, Government of India

2021-22

Name of the Public Authority	Department of Legal Affairs, Government of India
Website	https://legalaffairs.gov.in/
Date of last Audit	Not Done
Date of Present Audit	October 18, 2022

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.v

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-organsiation 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

S. No.	Item	Details of disclosure	Remark	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully met	https://legalaffairs.gov.in/contact-us
		(ii) Head of the organization	Fully Met	https://legalaffairs.gov.in/About-us/meet-ministers

		(iii) Vision, Mission and Key objectives	Fully met	https://legalaffairs.gov.in/sites/default/files/Mission_Objects.pdf
		(iv) Function and duties	Fully met	https://legalaffairs.gov.in/About-us/About-the-department
		(v) Organization Chart	Fully met	https://legalaffairs.gov.in/about-us/organisation-setup
		(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	Fully met	<p>The genesis, the work allocation, related organizations, the various MoUs entered into with various organizations, details of Law officers and notaries etc. has been uploaded on the website</p> <p>https://legalaffairs.gov.in/aboutus/work-distribution</p> <p>https://legalaffairs.gov.in/section-division</p>
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)	Fully met	<p>Officer-wise allocation of function is provided at https://legalaffairs.gov.in/aboutus/work-distribution-ministers</p> <p>section wise allocation of function has been uploaded on https://legalaffairs.gov.in/section-division</p> <p>functions of branch secretariats has been provided at the link https://legalaffairs.gov.in/branch-secretariats</p>
		(ii) Power and duties of other employees	Fully met	https://legalaffairs.gov.in/sites/default/files/Power_Duties.pdf
		(iii) Rules/ orders under	Fully met	The Act rules and policy documents which relate to the

		which powers and duty are derived and		functioning of department of legal affairs have been uploaded on https://legalaffairs.gov.in/acts-rules-policies The circulars/ orders/ notifications issued from time to time are available at https://legalaffairs.gov.in/circular-orders https://legalaffairs.gov.in/Notification
		(iv) Exercised	Fully met	The Act rules and policy documents which relate to the functioning of department of legal affairs have been uploaded on https://legalaffairs.gov.in/acts-rules-policies The circulars/ orders/ notifications issued from time to time are available at https://legalaffairs.gov.in/circular-orders https://legalaffairs.gov.in/Notification
		(v) Work allocation	Fully met	Officer-wise allocation of function is provided at https://legalaffairs.gov.in/aboutus/work-distribution-ministers section wise allocation of function has been uploaded on https://legalaffairs.gov.in/section-division functions of branch secretariats has been provided at the link https://legalaffairs.gov.in/branch-secretariats
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully met	https://legalaffairs.gov.in/About-us/About-the-department the sections dealing with 'organisation set up' and 'Main Secretariat' provide the process of decision making and Identify key decision making points
		(ii) Final decision making authority	Fully met	https://legalaffairs.gov.in/About-us/About-the-department the sections dealing with 'organisation set up' and 'Main Secretariat' also provides the Final decision making authority for various functions undertaken by the Department
		(iii) Related provisions, acts,	Fully met	The functions being carried out by various sections have

		rules etc.		been linked to the related acts, rules etc. https://legalaffairs.gov.in/About-us/About-the-department
		(iv) Time limit for taking a decisions, if any	Not met	Time limit for taking a decisions need to be disclosed as provided in the citizen charter or any other performance indicating standards
		(v) Channel of supervision and accountability	Not met	Channel of supervision and accountability in the decision making process need to be disclosed. A simplified version of the decision-making procedure for the benefit common citizen needs to be uploaded.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	https://legalaffairs.gov.in/About-us/About-the-department the functions/ services provided by the department are provided hereunder The same has also been elaborated under the section activities on the following links https://legalaffairs.gov.in/achievements/advice-work https://legalaffairs.gov.in/sites/default/files/arbitration-and-mediation_0.pdf Section wise work/ functions performed are also elaborated at the link https://legalaffairs.gov.in/section-division
		(ii) Norms/ standards for functions/ service delivery	Not met	Norms/ standards for functions/ service delivery, Process by which these services can be accessed and the Time-limit for achieving the targets need to be disclosed
		(i) Process by which these services can be accessed	Not met	
		(ii) Time-limit for achieving the targets	Not met	

		(iii) Process of redress of grievances	Fully met	https://legalaffairs.gov.in/sites/default/files/public-grievance-officers.pdf
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.	Fully met	https://legalaffairs.gov.in/acts-rules-policies
		(ii) List of Rules, regulations, instructions manuals and records.	Fully met	https://legalaffairs.gov.in/acts-rules-policies
		(iii) Acts/ Rules manuals etc.	Fully met	https://legalaffairs.gov.in/acts-rules-policies
		(iv) Transfer policy and transfer orders	Fully met	Transfer policy is available at https://legalaffairs.gov.in/documents/transfer-policy also at : https://legalaffairs.gov.in/sites/default/files/transferpolicy_0_0.pdf Transfer Orders also accessible at the employees corner at the link https://legalaffairs.gov.in/employee-corner/employees-
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Not met	Section wise documents /files dealt with are required to be uploaded along with proper classification.
		(ii) Custodian of documents/categories	Not met	Further the custodian of those physical files/ documents in the section is required to be uploaded on the website
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc.	Fully met	Complaints Committee under Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013- https://legalaffairs.gov.in/sites/default/files/Constitution Complaints Committee.PDF

[Section 4(1)(b)(viii)]			DPC , Screening Committee and other related committees- https://legalaffairs.gov.in/sites/default/files/DPC.pdf
	(ii) Composition	Fully met	https://legalaffairs.gov.in/sites/default/files/Constitution Complaints Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf Composition and Dates from which constituted has been provided in the document
	(iii) Dates from which constituted	Fully met	https://legalaffairs.gov.in/sites/default/files/Constitution Complaints Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf Composition and Dates from which constituted has been provided in the document
	(iv) Term/ Tenure	Not met	The term/tenure needs to be disclosed
	(v) Powers and functions	Fully met	https://legalaffairs.gov.in/sites/default/files/Constitution Complaints Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf powers and functions are provided in the document uploaded
	(vi) Whether their meetings are open to the public?	Not met	The information regarding the meetings and availability of minutes of the meetings of these committees need to be uploaded
	(vii) Whether the minutes of the meetings are open to the public?	Not met	The information regarding the meetings and availability of minutes of the meetings of these committees need to be uploaded
	(viii) Place where the minutes if open to the public are available?	Not met	The information regarding the meetings and availability of minutes of the meetings of these committees need to be uploaded

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully met	https://legalaffairs.gov.in/about-us/whos-who https://legalaffairs.gov.in/about-us/organisation-setup
		(ii) Telephone , fax and email ID	Fully Met	https://legalaffairs.gov.in/about-us/whos-who https://legalaffairs.gov.in/about-us/organisation-setup
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	Fully Met	Monthly Remuneration of Officers and Employees as on August 2022 has been uploaded with details of the basic and gross emoluments on the link https://legalaffairs.gov.in/sites/default/files/Monthly_Remuneration.PDF
		(ii) System of compensation as provided in its regulations	Not met	System of compensation as provided in its regulations needs to be disclosed
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	Fully met	https://legalaffairs.gov.in/sites/default/files/Nodal_CPIOF_AA.PDF https://legalaffairs.gov.in/node/5102
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met	https://legalaffairs.gov.in/sites/default/files/Nodal_CPIOF_AA.PDF https://legalaffairs.gov.in/node/5102 https://legalaffairs.gov.in/about-us/whos-who https://legalaffairs.gov.in/about-us/organisation-setup

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 (i) Pending for Minor penalty or major penalty proceedings	Not met	Information regarding the disciplinary action initiated and finalized against the employees year wise is required to be put on the website with details of the penalties proposed and finalized.
		(ii) Finalised for Minor penalty or major penalty proceedings	Not met	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Fully met	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf the information regarding the lecture cum workshop organized on RTI Act for CPIOs and other employees has been uploaded on the link
		(ii) Efforts to encourage public authority to participate in these programmes	Fully met	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf the information regarding the lecture cum workshop organized on RTI Act for CPIOs and other employees has been uploaded on the link
		(iii) Training of CPIO/APIO	Fully met	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf the information regarding the lecture cum workshop organized on RTI Act for CPIOs and other employees has been uploaded on the link
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not met	Updated guidelines on RTI by the Public Authorities is required to be published and uploaded on the website.

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Fully met	Transfer policy is available at https://legalaffairs.gov.in/documents/transfer-policy also at : https://legalaffairs.gov.in/sites/default/files/transferpolicy_0_0.pdf Transfer Orders also accessible at the employees corner at the link https://legalaffairs.gov.in/employee-corner/employees-
------	---	--	-----------	--

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks	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	Fully met	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
		(ii) Budget for each agency and plan & programmes	Fully met	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
		(iii) Proposed expenditures	Fully met	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
		(iv) Revised budget for each agency, if any	Fully met	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
		(v) Report on disbursements made and place where the related reports are available	Fully met	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf

2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Fully met	The budget for the domestic tours has been indicated in the budget allocation under domestic travel expenses at page 2 https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
		(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	Fully met	https://legalaffairs.gov.in/sites/default/files/Foreign%20Visit%20details%20during%20the%20F.Y.%202019-20%2C%202020-21%20and%202021-22_0.pdf The information relating to the tours by ministries and officials for the year 2019-20, 20-21, 21-22 have been uploaded which provide -Places visited, period of visit, person visiting and Expenditure on the visits
		(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	Partially Met (a) yes (b) No (c) No (d) No	Only tender details have been uploaded on the website and accessible at the link https://legalaffairs.gov.in/tender https://legalaffairs.gov.in/tender-archives However the details of the bids awarded comprising the names of the suppliers of goods/ services being procured, works contracts concluded and rate /rates and the total amount at which such procurement or works contract is to be executed needs to be uploaded.

		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(i)(b)(xii)]	(i) Name of the programme of activity	Not applicable	There is no subsidy programme executed by Department of Legal Affairs
		(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.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./	Partially met	https://legalaffairs.gov.in/achievements/grants-aid The details about the grants need to be uploaded along with the Annual accounts of all legal entities who are provided grants by public authorities.

	15.04.2013]	NGOs/other institutions		
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not met	The details about the grants need to be uploaded along with the Annual accounts of all legal entities who are provided grants by public authorities.
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable	
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations 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 met	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament need to be uploaded on the website in chronological order(year /month wise).

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks	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. 15.04.2013]	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 a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable	
		Public-private partnerships (PPP) (i) Details of Special Purpose Vehicle	Not applicable	

		(SPV), if any		
		(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 authorisation 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)]	<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>	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)	Fully Met	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met	RTI manual and information uploaded in electronic form
		(ii) Printed format	Not met	However whether RTI manual/ handbook is available in the printed form or not and if yes what is the cost to access the same is required to be disclosed on the website
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not met	Whether RTI manual/ handbook is available in the printed form or not and if yes what is the cost to access the same is required to be disclosed on the website
		(ii) At a reasonable cost of the medium	Not met	

4. E. Governance

S. No.	Item	Details of disclosure	Remarks	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 [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met	https://legalaffairs.gov.in/ Information relating to functioning of the department has been uploaded on the website for the benefit of the common citizen.
		(ii) Vernacular/ Local Language	Fully met	The information is also available in Hindi
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Fully met	https://legalaffairs.gov.in/sites/default/files/rti-annual-return-information-2021-22.pdf the date of last updation of the manual has been provided- mandatory disclosure has been updated on 2021-04-06
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Fully met	https://legalaffairs.gov.in/site-map The list of the documents and information available in electronic form has been uploaded on the link
		(ii) Name/ title of the document/record/ other information	Fully met	https://legalaffairs.gov.in/site-map Name/ title of the document/record/ other information has been provided
		(iii) Location where available	Fully met	https://legalaffairs.gov.in/site-map the link at which the information is available has been provided
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully met	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
		(ii) Details of information made available	Fully met	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
		(iii) Working hours of the facility	Fully met	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf

		(iv) Contact person & contact details (Phone, fax email)	Fully met	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Fully met	https://legalaffairs.gov.in/sites/default/files/public-grievance-officers.pdf
		(ii) Details of applications received under RTI and information provided	Not met	Details of applications received under RTI and information provided for each application required to be uploaded on the website. For the same a utility and search facility is to be created for easy retrieval of information.
		(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 met	The details of the contracts entered and work orders issued with details of the contractor, amount of contract and period of completion of contract is required to be uploaded on the website.
		(vi) Annual Report	Fully met	https://legalaffairs.gov.in/annual-report
		(vii) Frequently Asked Question (FAQs)	Partially met	https://legalaffairs.gov.in/sites/default/files/FAQs.pdf Frequently Asked Question (FAQs) about RTI Act have been uploaded on the link. The FAQs about the functioning of department and related agencies need to be uploaded.

		(viii) Any other information such as	Not met	Not uploaded. The Citizen Charter is under preparation. https://legalaffairs.gov.in/rti/citizen-charter-%E2%80%93-under-preparation
		a) Citizen's Charter		
		b) Result Framework Document (RFD)	Not met	The Citizen Charter along with the RFD, Six monthly report and performance indicators need to be uploaded on the website.
		c) Six monthly reports on the	Not met	
		d) Performance against the benchmarks set in the Citizen's Charter	Not met	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Fully met	https://legalaffairs.gov.in/sites/default/files/rti-annual-return-information-2021-22.pdf
		(ii) Details of appeals received and orders issued	Fully met	https://legalaffairs.gov.in/sites/default/files/rti-annual-return-information-2021-22.pdf
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully met	The questions asked in the parliament and the replies to those have been provided at: https://legalaffairs.gov.in/parliament-qa

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks	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 (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met (a) Yes (b) Yes	Details of Current CPIOs & FAAs are available at https://legalaffairs.gov.in/sites/default/files/Nodal_CPIO_FAA.PDF https://legalaffairs.gov.in/node/5102 The information regarding earlier CPIO & FAAs from 1.1.2015 uploaded on the link https://legalaffairs.gov.in/sites/default/files/List_CPIO_FAA_2014.PDF
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not met	The website provides no earlier third party audit of voluntary disclosure. The same is in process.
		(i) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not met	The details regarding the nodal officers appointed with regard to various activities of Department needs to be uploaded

		(ii) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not met	https://legalaffairs.gov.in/sites/default/files/Consultancy Committee.pdf the link provides that no such committee has been constituted
		(iii) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Not met	https://legalaffairs.gov.in/sites/default/files/Consultancy Committee.pdf the link provides that no such committee has been constituted

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully met	Most of the information relating to the functioning of the Department has been uploaded on the website.

6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 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, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>(ii) Does the website show the certificate on the Website?</p>	<p>Fully met</p> <p>(i) Yes</p> <p>(ii) Yes</p>	<p>The STQC certification has been and uploaded on the link https://legalaffairs.gov.in/sites/default/files/STQC-CQW-DoLA.pdf</p> <p>Validity upto March 2021</p>
-----	---	--	---	--

Chapter 3

Conclusions and Recommendations

Major Findings

1. The Department of Legal Affairs has undertaken the Audit of proactive disclosure of information for the first time this year. The information required under Section 4(1)(b) of the RTI Act and guidelines by the organization is satisfactory.
2. In certain categories there is scope for improvement. Disclosure needs to be improved in both quantity and quality of information. Disclosure in certain aspects is incomplete and partial and needs to be updated.
3. Time limit for taking a decision, as provided in the citizen charter or any other performance indicating standards, needs to be disclosed. Channel of supervision and accountability in the decision making process is required to be disclosed. A simplified version of the decision-making procedure for the benefit common citizen needs to be uploaded.
4. The norms/ standards as indicated on the citizen's charter or other performance indicators need to be specified. The process by which these services can be accessed and the time lines for achieving targets are required to be uploaded.
5. Section wise documents /files dealt with by the department are required to be uploaded along with proper classification. Further the custodian of those physical files/ documents in the section is required to be uploaded on the website.
6. Certain information pertaining to boards and Committees is missing like term/tenure needs to be disclosed; the information regarding the meetings and availability of minutes of the meetings of these committees needs to be uploaded.
7. Number of employees against whom disciplinary action has been proposed/ taken and the penalty proposed/ imposed need to be provided.
8. Regarding the procurement related information the details of the bids awarded comprising the names of the suppliers of goods/ services being procured, works contracts concluded and rate /rates and the total amount at which such procurement or works contract is to be executed needs to be uploaded.
9. The details about the grants need to be uploaded along with the Annual accounts of all legal entities that are provided grants by public authorities.
10. CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament need to be provided on the website.

11. It need to be specified whether RTI manual/ handbook is available in the printed form or not and if yes what is the cost to access the same is required to be disclosed on the website.
12. RTI related information which involves RTI updated guidelines, Details of applications received under RTI and information provided must be provided on the website.
13. Information pertaining to Citizen's Charter, Result Framework Document (RFD), Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter should be uploaded.
14. Officers of the rank of Joint Secretary/ Additional HoD is to be appointed as Nodal Officer and the information related to appointment like Date of appointment, Name & Designation of the officers to be uploaded.
15. Consultancy committee of key stake holders for advice on *suo-motu* disclosure to be constituted and the information to be uploaded. On similar lines the information regarding the Committees of PIOs/ FAAs to be constituted and information provided.
16. The department should obtain STQC certification and upload the certificate on the Website. The present certificate was valid upto March 2021.
17. Information is presented in very technical manner which needs simplification from user's perspectives especially in relation to the norms, rules and regulations pertaining to the working of the organization.
18. The accessibility of information on the website of the institute is an issue which needs to be addressed to. The information must be arranged and presented in more citizen friendly manner. The information must be uploaded in the tabular and flow chart for easy understanding
19. The information is available on the website in English. The website has Hindi version but information is not available on the same.
20. Continuous updation is needed and the latest must be added on quarterly/ annual basis (as applicable).

Recommendations

For better implementation of the *Suo-motu* disclosure of information following steps are required to be taken:

1. The information required to be proactively disclosed under the Act and guidelines should be disclosed completely and entirely in quality and quantity to enhance transparency and openness.
2. Endeavour should be made that all publically funded information should be readily available and easily understandable format.

3. Website disclosure should be complete and easily accessible. The orders of the Public Authority and other proactively disclosed information should be uploaded immediately after it has been issued.
4. The grouping and categorization of the information should be proper. Most of the information is available on website but needs to be collated in proper manner.
5. All the Acts, Rules, regulations, orders, which specify the norms for discharge of functions have been disclosed, but they are to be categorized properly. Further these should be presented in simple and easy manner and linked to decision-making process.
6. The public authority should make efforts to collect the large quantum of information and digitalize which is still not there on the website. At present the information relating to procurement, RTI reports, Citizen Charter, CAG/PAC paras, work-orders and contracts, information related to boards/committees, disciplinary actions etc have not been uploaded on the website. The same should be uploaded at the earliest in simple format for easy understanding.
7. To maintain the reliability of information, timely updating of the information is must. Therefore, it is required that a system is created for automatic updation of information, based on key word outputs. The date of last updation should be displayed on the website. Different media and forms should be used for proactive disclosure.
8. Besides uploading the original documents there is also need to present the information from the user's perspective in a simplified manner. Different media and forms like flow charts, tabular presentation should be used for proactive disclosure.
9. The elements of information required to be proactively disclosed under section 4(1)(b) are inter-related the endeavour should be made to disclose them in an integrated manner. The functions, powers, responsibilities, rules, regulations and decision-making process are interconnected and are difficult to understand in isolation; therefore endeavour should be made to present these in integrated manner.
10. The chapter on RTI Act in the annual report of the organisation should include the details about the compliance with the proactive disclosure guidelines.

Self appraisal report for Year (2021-22)

Auditor Agency: Indian Institute of Public Administration

Ministry Name: Ministry of Law & Justice

Department Name: Department of Legal Affairs

Public Authority Name: Department of Legal Affairs

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://legalaffairs.gov.in/contact-us	Fully Met	1.28	https://legalaffairs.gov.in/contact-us
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://legalaffairs.gov.in/About-us/meet-ministers	Fully Met	1.28	https://legalaffairs.gov.in/About-us/meet-ministers
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://legalaffairs.gov.in/sites/default/files/Mission_Objectives.pdf	Fully Met	1.28	https://legalaffairs.gov.in/sites/default/files/Mission_Objectives.pdf
1.1.4	Function and duties	Fully Met	1.28	1.28	https://legalaffairs.gov.in/About-us/About-the-department	Fully Met	1.28	https://legalaffairs.gov.in/About-us/About-the-department
1.1.5	Organization Chart	Fully Met	1.28	1.28	https://legalaffairs.gov.in/about-us/organis	Fully Met	1.28	https://legalaffairs.gov.in/about-us/organis

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1.6	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	Fully Met	1.28	1.28	ation-setup https://legalaffairs.gov.in/aboutus/work-distribution https://legalaffairs.gov.in/section-division	Fully Met	1.28	The genesis, the work allocation, related organizations, the various MoUs entered into with various organizations, details of Law officers and notaries etc. has been uploaded on the website https://legalaffairs.gov.in/aboutus/work-distribution https://legalaffairs.gov.in/section-division
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers (administrative, financial and judicial)	Fully Met	1.54	1.54	https://legalaffairs.gov.in/aboutus/work-distribution	Fully Met	1.54	Officer-wise allocation of function is provided at https://legalaffairs.gov.in/aboutus/work-distribution

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								ution-ministers section wise allocation of function has been uploaded on https://legallaffairs.gov.in/section-division-functions-of-branch-secretariats has been provided at the link https://legallaffairs.gov.in/branch-secretariats
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://legallaffairs.gov.in/sites/default/files/Power_Duties.pdf	Fully Met	1.54	https://legallaffairs.gov.in/sites/default/files/Power_Duties.pdf
1.2.3	Rules/ orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://legallaffairs.gov.in/acts-rules-policies	Fully Met	1.54	The Act rules and policy documents which relate to the functioning of department of legal affairs

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								have been uploaded on https://legalaffairs.gov.in/acts-rules-policies The circulars/orders/notifications issued from time to time are available at https://legalaffairs.gov.in/circular-orders https://legalaffairs.gov.in/Notification
1.2.4	Exercised	Fully Met	1.54	1.54	https://legalaffairs.gov.in/acts-rules-policies https://legalaffairs.gov.in/circular-orders	Fully Met	1.54	The Act rules and policy documents which relate to the functioning of department of legal affairs have been uploaded on https://legalaffairs.gov.in/acts-rules-policies The circulars/orders/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								notifications issued from time to time are available at https://legalaffairs.gov.in/circular-orders https://legalaffairs.gov.in/Notification
1.2.5	Work allocation	Fully Met	1.54	1.54	https://legalaffairs.gov.in/aboutus/work-distribution https://legalaffairs.gov.in/section-division	Fully Met	1.54	Officer-wise allocation of function is provided at https://legalaffairs.gov.in/aboutus/work-distribution-ministers-section-wise-allocation-of-function has been uploaded on https://legalaffairs.gov.in/section-division-functions-of-branch-secretariats has been provided at

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								the link https://legalaffairs.gov.in/branch-secretariats
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	https://legalaffairs.gov.in/About-us/About-the-department	Fully Met	1.54	https://legalaffairs.gov.in/About-us/About-the-department the sections dealing with 'organisation set up' and 'Main Secretariat' provide the process of decision making and Identify key decision making points
1.3.2	Final decision making authority	Fully Met	1.54	1.54	https://legalaffairs.gov.in/About-us/About-the-department	Fully Met	1.54	https://legalaffairs.gov.in/About-us/About-the-department the sections dealing with 'organisation set up' and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								'Main Secretariat' also provides the Final decision making authority for various functions undertaken by the Department
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://legalaffairs.gov.in/About-us/About-the-department	Fully Met	1.54	The functions being carried out by various sections have been linked to the related acts, rules etc. https://legalaffairs.gov.in/About-us/About-the-department
1.3.4	Time limit for taking a decisions, if any	Not Met	1.54	0	empty	Not Met	0	Time limit for taking a decisions need to be disclosed as provided in the citizen charter or any

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL other performance indicating standards
1.3.5	Channel of supervision and accountability	Not Met	1.54	0	empty	Not Met	0	Channel of supervision and accountability in the decision making process need to be disclosed. A simplified version of the decision-making procedure for the benefit common citizen needs to be uploaded.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	https://legalaffairs.gov.in/About-us/About-the-department https://legalaffairs.gov.in/achievements/advice	Fully Met	1.54	https://legalaffairs.gov.in/About-us/About-the-department the functions/ services provided by

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					e-work https://legalaffairs.gov.in/arbitration			the department are provided hereunder The same has also been elaborated under the section activities on the following links https://legalaffairs.gov.in/achievements/advice-work https://legalaffairs.gov.in/sites/default/files/arbitration-and-mediation_0.pdf Section wise work/ functions performed are also elaborated at the link https://legalaffairs.gov.in/section-division
1.4.2	Norms/ standards for functions/ service delivery	Not Met	1.54	0	empty	Not Met	0	Not Met
1.4.3	Process by which these services can be	Not Met	1.54	0	empty	Not Met	0	Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	accessed							
1.4.4	Time-limit for achieving the targets	Not Met	1.54	0	empty	Not Met	0	Not Met
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	https://legalaffairs.gov.in/sites/default/files/Nodal_Appellate_Authority_Public_Grievance_Officer.PDF	Fully Met	1.54	https://legalaffairs.gov.in/sites/default/files/public-grievance-officers.pdf
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	https://legalaffairs.gov.in/acts-rules-policies	Fully Met	1.92	https://legalaffairs.gov.in/acts-rules-policies
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://legalaffairs.gov.in/acts-rules-policies	Fully Met	1.92	https://legalaffairs.gov.in/acts-rules-policies
1.5.3	Acts/ Rules manuals etc.	Fully Met	1.92	1.92	https://legalaffairs.gov.in/acts-rules-policies	Fully Met	1.92	https://legalaffairs.gov.in/acts-rules-policies
1.5.4	Transfer policy and transfer orders	Fully Met	1.92	1.92	https://legalaffairs.gov.in/documents/transfer-policy https://legalaffairs.gov.in/employee-corner/employees-order	Fully Met	1.92	Transfer policy is available at https://legalaffairs.gov.in/documents/transfer-policy also at : https://legalaffairs.gov.in/site

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								s/default/files/t ransferpolicy_ 0_0.pdf Transfer Orders also accessible at the employees corner at the link https://leg alaffairs.gov.in /employee-cor ner/employee s-
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	Fully Met	3.85	3.85	https://legalaff airs.gov.in/doc uments/mlat h https://legalaffai rs.gov.in/docu ments/mlat htt ps://legalaffair s.gov.in/docu ments/hague- conference	Not Met	0	Section wise documents /files dealt with are required to be uploaded along with proper classification.
1.6.2	Custodian of documents/categories	Fully Met	3.85	3.85	https://legalaff airs.gov.in/site s/default/files/ Constitution_ Complaints_C ommittee.PDF https://legalaff	Not Met	0	Further the custodian of those physical files/ documents in the section is required to be

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					airs.gov.in/sites/default/files/DPC.pdf			uploaded on the website
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Fully Met	0.96	Complaints Committee under Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013- https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF DPC , Screening Committee and other related committees- https://legalaffairs.gov.in/sites/default/files/DPC.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.7.2	Composition	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Fully Met	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf Composition and Dates from which constituted has been provided in the document
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Fully Met	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf Composition and Dates from which constituted has been

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL provided in the document
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Not Met	0	The term/tenure needs to be disclosed
1.7.5	Powers and functions	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Fully Met	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf powers and functions are provided in the document uploaded
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_C	Not Met	0	The information regarding the meetings and availability of

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ommittee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf			minutes of the meetings of theses committees need to be uploaded
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	https://legalaffairs.gov.in/sites/default/files/Constitution_Complaints_Committee.PDF https://legalaffairs.gov.in/sites/default/files/DPC.pdf	Not Met	0	The information regarding the meetings and availability of minutes of the meetings of theses committees need to be uploaded
1.7.8	Place where the minutes if open to the public are available?	Not Met	0.96	0	empty	Not Met	0	The information regarding the meetings and availability of minutes of the meetings of theses committees need to be uploaded
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	https://legalaffairs.gov.in/about-us/whos-	Fully Met	3.85	https://legalaffairs.gov.in/about-us/whos-

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					who			who https://legalaffairs.gov.in/about-us/organisation-setup
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	https://legalaffairs.gov.in/about-us/whos-who	Fully Met	3.85	https://legalaffairs.gov.in/about-us/whos-who https://legalaffairs.gov.in/about-us/organisation-setup
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	https://legalaffairs.gov.in/sites/default/files/Monthly_Remuneration.PDF	Fully Met	3.85	Monthly Remuneration of Officers and Employees as on August 2022 has been uploaded with details of the basic and gross emoluments on the link https://legalaffairs.gov.in/sites/default/files/Monthly_Remuneration.PDF
1.9.2	System of compensation as provided in its	Not Applicable	0	0	empty	Not Met	0	Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	regulations							
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	https://legalaffairs.gov.in/sites/default/files/Nodal_CPIOF_AA.PDF https://legalaffairs.gov.in/node/5102 https://legalaffairs.gov.in/about-us/whos-who	Fully Met	3.85	https://legalaffairs.gov.in/sites/default/files/Nodal_CPIOF_AA.PDF https://legalaffairs.gov.in/node/5102
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	https://legalaffairs.gov.in/about-us/whos-who	Fully Met	3.85	https://legalaffairs.gov.in/sites/default/files/Nodal_CPIOF_AA.PDF https://legalaffairs.gov.in/node/5102 https://legalaffairs.gov.in/about-us/whos-who https://legalaffairs.gov.in/about-us/organisation-setup
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	3.85	0	empty	Not Met	0	Not Met
1.12	Programmes to advance understanding of RTI(Section 26)							
1.12.1	Educational programmes	Fully Met	1.92	1.92	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf	Fully Met	1.92	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf the information regarding the lecture cum workshop organized on RTI Act for CPIOs and other employees has been uploaded on the link
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf	Fully Met	1.92	https://legalaffairs.gov.in/sites/default/files/RTI_Workshop.pdf the information regarding the lecture cum workshop organized on RTI Act for CPIOs and

[illegible]

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	Fully Met	7.69	7.69	https://legalaffairs.gov.in/employee-corner/employees-order https://legalaffairs.gov.in/documents/transfer-policy	Fully Met	7.69	Transfer policy is available at https://legalaffairs.gov.in/documents/transfer-policy also at : https://legalaffairs.gov.in/sites/default/files/transferpolicy_0_0.pdf Transfer Orders also accessible at the employees corner at the link https://legalaffairs.gov.in/employee-corner/employees
Total			96	78		100	67	
2	Budget and Programme							
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]							
2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf	Fully Met	10.00	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
2.1.2	Budget for each agency and plan & programmes	Fully Met	10	10.00	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf	Fully Met	10.00	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf	Fully Met	10.00	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://legalaffairs.gov.in/sites/default/files/RptPAODDOwiseBudgetvsExpense.pdf	Fully Met	10.00	https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf	Fully Met	10.00	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://legalaffairs.gov.in/sites/default/files/DDOwiseAllocation.pdf	Fully Met	16.67	The budget for the domestic tours has been indicated in the budget allocation under domestic travel

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								expenses at page 2 https://lawmin.gov.in/sites/default/files/ddg-2021-2022.pdf
2.2.2	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	Fully Met	16.67	16.67	https://legalaffairs.gov.in/sites/default/files/Foreign%20Visit%20details%20during%20the%20F.Y.%202019-20%20C%202020-21%20and%202021-22_0.pdf	Fully Met	16.67	https://legalaffairs.gov.in/sites/default/files/Foreign%20Visit%20details%20during%20the%20F.Y.%202019-20%20C%202020-21%20and%202021-22_0.pdf The information relating to the tours by ministries and officials for the year 2019-20, 20-21, 21-22 have been uploaded which provide -Places visited, period of visit, person visiting and

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								Expenditure on the visits
2.2.3	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.	Fully Met	16.67	16.67	https://legallaffairs.gov.in/sites/default/files/Contract-SilverTouch.pdf	Partially Met	8.34	Only tender details have been uploaded on the website and accessible at the link https://legallaffairs.gov.in/tender-archives However the details of the bids awarded comprising the names of the suppliers of goods/ services being procured, works contracts concluded and rate /rates and the total amount at which such procurement

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL or works contract is to be executed needs to be uploaded.
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Not Applicable	0	0	empty	Not Applicable	0	There is no subsidy programme executed by Department of Legal Affairs
2.3.2	Objective of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.3	Procedure to avail benefits	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.4	Duration of the programme/ scheme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.5	Physical and financial targets of the programme	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.6	Nature/ scale of subsidy /amount allotted	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.7	Eligibility criteria for grant of subsidy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Fully Met	25	25.00	https://legalaffairs.gov.in/About-us/grantee-bodies	Partially Met	12.50	https://legalaffairs.gov.in/achievements/grants-aid The details about the grants need to be uploaded along with the Annual accounts of all

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								legal entities who are provided grants by public authorities.
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	https://legalaffairs.gov.in/About-us/grantee-bodies	Not Met	0	The details about the grants need to be uploaded along with the Annual accounts of all legal entities who are provided grants by public authorities.
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of	Not Met	50	0	empty	Not Met	0	Not Met

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
	both houses of the parliament.							
Total			200	150		200	104	
3	Publicity Band 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 dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors,(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]							
3.3.1	Use of the most effective means of communication - Internet (website)	Fully Met	50	50.00	https://legalaffairs.gov.in/	Fully Met	50.00	Fully Met
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	Fully Met	25	25.00	https://legalaffairs.gov.in/media/e-book	Fully Met	25.00	RTI manual and information uploaded in electronic form
3.4.2	Information manual/handbook available in Printed format	Not Applicable	0	0	empty	Not Met	0	However whether RTI

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								manual/ handbook is available in the printed form or not and if yes what is the cost to access the same is required to ne disclosed on the website
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	Not Applicable	0	0	empty	Not Met	0	Whether RTI manual/ handbook is available in the printed form or not and if yes what is the cost to access the same is required to ne disclosed on the website
3.5.2	List of materials available At a reasonable cost of the medium	Not Applicable	0	0	empty	Not Met	0	Whether RTI manual/ handbook is available in the printed form or not

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL and if yes what is the cost to access the same is required to ne disclosed on the website
Total			75	75		150	75	
4	E-Governance							
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	Fully Met	14.29	14.29	https://legalaffairs.gov.in/	Fully Met	14.29	https://legalaffairs.gov.in/ Information relating to functioning of the department has been uploaded on the website for the benefit of the common citizen.
4.1.2	Vernacular/ Local Language	Fully Met	14.29	14.29	https://legalaffairs.gov.in/	Fully Met	14.29	The information is also available in Hindi
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	Fully Met	28.57	28.57	https://legalaffairs.gov.in/sites/default/files/r	Fully Met	28.57	https://legalaffairs.gov.in/sites/default/files/r

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					ti-annual-retur n-information- 2021-22.pdf			ti-annual-retur n-information- 2021-22.pdf the date of last updation of the manual has been provided- mandatory disclosure has been updated on 2021-04-06
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	https://legalaffairs.gov.in/site-map	Fully Met	9.52	https://legalaffairs.gov.in/site-map The list of the documents and information available in electronic form has been uploaded on the link
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	https://legalaffairs.gov.in/site-map	Fully Met	9.52	https://legalaffairs.gov.in/site-map Name/ title of the document/record/ other

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information
								has been provided
4.3.3	Location where available	Fully Met	9.52	9.52	https://legalaffairs.gov.in/site-map	Fully Met	9.52	https://legalaffairs.gov.in/site-map the link at which the information is available has been provided
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf	Fully Met	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf	Fully Met	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf	Fully Met	7.14	https://legalaffairs.gov.in/sites/default/files/Particular_facilities_available.pdf
4.4.4	Contact person & contact details (Phone, fax email)	Fully Met	7.14	7.14	https://legalaffairs.gov.in/sites/default/files/	Fully Met	7.14	https://legalaffairs.gov.in/sites/default/files/

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					Particular_facilities_available.pdf			Particular_facilities_available.pdf
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	https://legalaffairs.gov.in/sites/default/files/Nodal_Appellate_Authority_Public_Grievance_Officer.PDF	Fully Met	3.57	https://legalaffairs.gov.in/sites/default/files/public-grievance-officers.pdf
4.5.2	Details of applications received under RTI and information provided	Not Met	3.57	0	empty	Not Met	0	Not Met
4.5.3	List of completed schemes/ projects/ Programmes	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
4.5.4	List of schemes/ projects/ programme underway	Not Applicable	0	0	empty	Not Applicable	0	Not Applicable
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	https://legalaffairs.gov.in/sites/default/files/Contract-SilverTouch.pdf	Not Met	0	Not Met
4.5.6	Annual Report	Fully Met	3.57	3.57	https://legalaffairs.gov.in/annual-report	Fully Met	3.57	https://legalaffairs.gov.in/annual-report
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	https://legalaffairs.gov.in/sites/default/files/FAQs.pdf	Partially Met	1.79	https://legalaffairs.gov.in/sites/default/files/FAQs.pdf Frequently Asked Question

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								(FAQs) about RTI Act have been uploaded on the link The FAQs about the functioning of department and related agencies need to be uploaded
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	Not Met	3.57	0	empty	Not Met	0	Not uploaded. The Citizen Charter is under preparation. https://legalaffairs.gov.in/rti/citizen-charter-%E2%80%93under-preparation
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	https://legalaffairs.gov.in/sites/default/files/rti-annual-return-information-2021-22.pdf	Fully Met	14.29	https://legalaffairs.gov.in/sites/default/files/rti-annual-return-information-2021-22.pdf
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	https://legalaff	Fully Met	14.29	https://legalaff

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					airs.gov.in/sites/default/files/r ti-annual-retur n-information- 2021-22.pdf			airs.gov.in/sites/default/files/r ti-annual-retur n-information- 2021-22.pdf
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	https://legalaff airs.gov.in/par liament-qa	Fully Met	28.57	The questions asked in the parliament and the replies to those have been provided at: https://lega laffairs.gov.in/ parliament-qa
Total			193	186		193	180	
5	Information as may be prescribed							
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]							
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met	20	20.00	https://legalaff airs.gov.in/no de/5102 https: //legalaffairs.g ov.in/sites/def ault/files/List_ CPIO_FAA_2 014.PDF	Fully Met	20.00	Details of Current CPIOs & FAAs are available at htt ps://legalaffair s.gov.in/sites/ default/files/N odal_CPIOFA A.PDF https://l egalaffairs.go v.in/node/510 2 The

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL information regarding earlier CPIO & FAAs from 1.1.2015 uploaded on the link https://legallaffairs.gov.in/sites/default/files/List_CPIO_FAA_2014.PDF
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	Partially Met	20	10.00	Under Process	Not Met	0	The website provides no earlier third party audit of voluntary disclosure. The same is in process.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	https://legallaffairs.gov.in/sites/default/files/Nodal_CPIOFAA.PDF	Not Met	0	Not Met
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Fully Met	20	20.00	https://legallaffairs.gov.in/sites/default/files/Consultancy_Committee.pdf	Not Met	0	https://legallaffairs.gov.in/sites/default/files/Consultancy_Committee.pdf the link provides that

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
								no such committee has been constituted
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Fully Met	20	20.00	https://legalaffairs.gov.in/sites/default/files/Consultancy_Committee.pdf	Not Met	0	https://legalaffairs.gov.in/sites/default/files/Consultancy_Committee.pdf the link provides that no such committee has been constituted
Total			100	90		100	20	
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							
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	https://legalaffairs.gov.in/	Fully Met	25.00	Most of the information relating to functioning of department uploaded on website
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	https://legalaffairs.gov.in/sites/default/files/STQC-CQW-	Fully Met	12.50	The STQC certification has ben and uploaded on

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					DoLA.pdf			the link https://legalaffairs.gov.in/sites/default/files/STQC-CQW-DoLA.pdf Validity upto March 2021
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	https://legalaffairs.gov.in/sites/default/files/STQC-CQW-DoLA.pdf	Fully Met	12.50	The STQC certification has ben and uploaded on the link https://legalaffairs.gov.in/sites/default/files/STQC-CQW-DoLA.pdf Validity upto March 2021
Total			50	50		50	50	
Grand Total			714	629		793	497	