TRANSPAENCY AUDIT REPORT OF

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

ON

PROACTIVE DISCLOSURE UNDER RTI ACT, 2005

2025

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Preface

The Right to information Act, 2005 enacted on June 15, 2005, is a tool to promote transparency and accountability in the functioning of every Ministry / Public Authority. The Act empowers every Indian citizen to seek and receive information from Ministries and Public Authorities, thus making the Government and its functionaries more accountable and responsible to the public at large and stake holders in particular.

The Right to Information Act 2005 has empowered every citizen of the country to seek and receive any information from any Ministry or Public Authority in the country without assigning any reason for seeking the information. It is an attempt to move from opaqueness to transparency, ultimately leading to good governance. Broadly, there are two ways by which information needs of the citizens can be met:

(i) One is to file RTI application seeking information within the time frame specified in the RTI Act through the Public Information Officer of the organization concerned. This mode put an onus for incurring cost on the citizen for seeking information and on Ministries / Public Authorities for receiving, processing and responding to the request for the information. This is a costly and time consuming mode of seeking and furnishing information.

(ii) The alternative mode which is prescribed in the RTI Act is for pro active and suo motu disclosure. Section 4 (i) (b), 4 (i) (c) and 4 (i) (d) of the RTI Act, 2005 lists categories of information which Public Authorities are required to disclose suo-motu without any request from the citizen. This is called duty to publish on the part of the Ministry / Public Authority. Looking into relevance and importance of suo motu disclosure under Section 4 of the RTI Act 2005 vide Office Memorandum No. 1/6/2011-IR dated 15th April, 2013. The said guidelines issued by Department of Personnel & Training (DOPT) have four chapters viz :

(a) Suo-mot disclosure of more items under section 4.

(b) Guidelines for digital publication of pro active disclosures under section4.

(c) Guidelines for certain clauses of Section 4 (1) (b) such as Section 4 (i) (b) (iii), 4 (i) (b) (xi), 4 (i) (b) (xiv) etc. to make suo-motu disclosure.

(d) Compliance with provisions of suo-motu disclosure.

Regarding compliance mechanism, DOPT OM dated 15 April 2013 stipulates as under:

(i) Each Public Authority shall ensure that these guidelines are fully operationalized within the specified time limit.

(ii) The Action Taken Report (ATR) on the compliance of these guidelines should be sent to the Department of Personnel & Training (DOPT) and Central Information Commission (CIC).

(iii) Each Public Authority should get its pro active disclosure package audited through third party every year.

(iv) Third Party audit of the suo-motu disclosure should cover compliance with the pro active disclosures prescribed in the guidelines of Section 4 of the RTI Act, 2005 including adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be pro actively disclosed.

Such audit should be done annually and should be communicated to the Central Information Commission (CIC) and published on the web site of the Ministry / Public Authority concerned. All Ministries / Public Authorities are required to pro actively disclose the names of the third party auditors on their web sites. The Central Information Commission (CIC) is required to examine the third party audit reports and offer advice / recommendations to the concerned Ministry / Public Authority.

In this background Central Council for Research in Homoeopathy (CCRH) awarded the third party audit of their website to NILERD and the audit report is presented in the subsequent sections.

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TERMINOLOGIES

Information: Any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Right to Information: The right to information includes an access to the information which is held by or under the control of any public authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents / records and certified samples of the materials and obtaining information which is also stored in electronic form.

Who can seek information: Section 3 of the Right to Information Act provides as under: "Subject to the provisions of this Act, all citizens shall have the right to information." - Normally, an applicant is not required to submit any proof of citizenship. However, if the CPIO has any doubt about the identity of the applicant he can seek for his proof of identification. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, and Companies etc. which are legal entities / persons but not citizens. However, if an application is made by an employee or office bearer of any Corporation, Association, Company, NGO etc. indicating his name and such employee or office bearer is a citizen of India, information may be supplied to him / her. In such cases, it would be presumed that a citizen has sought information at the address of the Corporation.

Public Authority: A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority.

INTRODUCTION

1.1 Context

The Right to Information Act, which was introduced in 2005, has the basic objective to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. It's underlying premises is that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act has allowed the citizen unprecedented access to information under the control of public authorities.

Right to Information Act 2005 has two dimensions. The first is provision of machinery through which a citizen could seek information from public offices. For this purpose, an information seeker submits her/his queries to a public information officer nominated/appointed in each public office under RTI Act, and in the subsequent process if not satisfied to first and second appellate authority. This is the demand aspect of RTI i.e. on demand the information is provided. The other dimension is voluntary disclosure of information by public authorities (PAs) through a variety of means, principal among which is the disclosure through websites i.e. supplying information. This dimension is covered under Section 4 of the RTI Act and provides the broad outline of the contents of the websites.

Section 4 of the RTI Act comprehensively deals with supply side of information held or under the control of Government and its instrumentalities. Aware that the Right to information cannot be made operational in letter and spirit without the government's initiative to proactively disclose maximum information, the Department of Personnel and Training (DoPT) directed all the PAs, vide its order dated April 15, 2013, to ensure regular audit of mandatory disclosures by a third party. Specifically, the DoPT directed as under:

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a– RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst

others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.

Disclosures under this section are expected to:
(i) enable the citizen to access the information held by Public Authorities without their having to take recourse to the provisions of RTI Act; and,
(ii) promote transparency and accountability in the functioning of the government to promote participatory governance.

1.2 Suo-motu Disclosure under RTI Act

Section 4(1)(b) of the RTI Act lays down the information which should be disclosed by Public Authorities on a suo motu or proactive basis. Section 4(2) and Section 4(3) prescribe the method of dissemination of this information. The purpose of suo motu disclosures under Section 4 is to place large amount of information in public domain on a proactive basis to make the functioning of the Public Authorities more transparent and also to reduce the need for filing individual RTI applications.

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

Sub-section 4(2) of the RTI Act, 2005 requires every public authority to take steps in accordance with the requirements of clause (b) of sub-section 4(1) to provide as much information *suo motu* to the public at regular intervals through various means of communication, including internet, so that the public have minimum resort to use the Act to obtain information. Accordingly, the Public Authorities may proactively disclose the following items also 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.

- All information disclosable as per Ministry of Finance, Department of Expenditure's O.M. No 10/1/2011-PPC dated 30th November, 2011 on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal and O.M. No. 10/3/2012-PPC dated 30th March, 2012 on Implementation of comprehensive end-to-end e-procurement should be disclosed under Section 4.
- At present the limit is fixed at Rs. 10.00 lakhs.
- 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 falls 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), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- 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*.
- Further, 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.

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.
- These guidelines would not be applicable in cases of 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. These instructions would not apply to security and intelligence organizations under the second schedule of the RTI 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.
- However, 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

- A large number of RTI queries are being filed on official tours undertaken by Ministers or officials of various Government Ministries/Departments. Information regarding the nature, place and period of foreign and domestic tours of Prime Minister are already disclosed on the PMO's website.
- As per DoPT's OM No. 1/8/2012-IR dated 11/9/2012, 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 organizations under the second schedule of the RTI Act, 2005 and CVOs of public authorities.

1.2.2 Guidelines for digital publication of proactive disclosure under Section 4

Section 4 lays down that information should be provided through many mediums depending upon the level of the public authority and the recipient of information (for example, in case of Panchayat, wall painting may be more effective means of dissemination of information), and that more and more proactive disclosure would gradually be made through Internet. There is need for more clear guidelines for web-based publication of information for disclosure.

The Department of Information Technology has been working on setting of technical standards for government websites and the Department of Administrative Reforms & Public Grievances has published guidelines for websites of Government Departments. These guidelines prescribe the manner in which websites need to be designed and how information should be disclosed. 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 endeavor 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. The 'Electronic Delivery of Services Bill, 2012' under formulation in Government of India would provide the necessary impetus.
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) It is obligatory under Section 4(1)(b)(xiv) of the RTI Act for every Public Authority to proactively disclose 'details in respect of the information, available to or held by it, reduced

in an electronic form'. The website should therefore indicate which digitally held information is made available publicly over the internet and which is not.

g) As departments reorganize their systems and processes to enable themselves for electronic service delivery, it is recommended that 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, like a muster roll and salary slip (NREGA in Andhra Pradesh) or formalization of a government order (Andhra Pradesh). Such an approach will lead to automation of proactive disclosure.

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 'National Data Sharing and Accessibility Policy' by the Department of Science and Technology is based on the principle that all publicly funded information should be readily available. The policy has been notified in March, 2012 and the schedule 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 can, for instance, be presented in powerful visual ways using visualization techniques. Such visual representation of information/ data can give insights that may remain largely hidden in a textual or tabular presentation of data. In some contexts, pictures and audio/videos recordings etc may be more useful. There have been moves in some parts of the country to video record Gram Sabha meetings. A picture of a NREGA worksite, for instance, may tell much more than words can. 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)'.

1.2.3 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. For example, the functions and responsibilities of a public authority cannot be understood in isolation from the powers and functions of its employees, the norms that inform its decision making processes and the rules, instructions and manuals that are used in the discharge of its functions. Description of one element presupposes the existence of another. So every public authority must endeavour to integrate the information mentioned in these sub-clauses while preparing voluntary disclosure materials.

Considering that disclosure in regard to certain sub-clauses have been relatively weak, detailed guidelines for four sub-clauses are given below:

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

All government departments have specific duties and responsibilities under the respective Allocation of Business Rules (AOB) issued by the appropriate Government. The constitutional provisions and statutes each department is required to implement are clearly laid down in the AOB. The manner of disposal of matters assigned to each Department/Ministry is described in the Transaction of Business Rules (TOB). Additionally, every department would have a specific set of schemes and development programmes which they are required to implement directly or through their subordinate offices or other designated agencies. These documents contain the specific operations that every Public Authority is required to undertake in the course of implementing the programme or scheme. Every operation mandated under the AOB read with the TOB would be linked to a specific decision-making chain. All government officers have to follow laid down office procedure manual or the other rules which gives details of how representations, petitions and applications from citizens must be dealt with. Templates, formats, and basic steps of decision-making are briefly explained in such manuals. These descriptions constitute the elements of decision-making processes in general.

Additionally, in the routine work of governance, government functionaries are required to make decisions in a discretionary manner but broad guiding principles are laid down in some rule or

the other. For example, the General Financial Rules lay down procedures for a variety of operations relating to government finances. How sanction must be accorded for incurring expenditure; how losses to government must be reported; how responsibility for losses may be fixed on any government servant; how budgets, demand for grants are prepared and submitted; how public works must be sanctioned and executed; how commodities and services may be procured by a public authority; are all explained in these manuals which are updated from time to time. The challenge is to present a simplified version of the decision-making procedure that is of interest to a common citizen.

In view of the above, 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. The exceptional circumstances when such standard decision-making processes may be overridden and by whom, should also be explained clearly. Where decentralization of decision-making has occurred in order to grant greater autonomy to public authorities, such procedures must also be clearly explained.

(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".

- Primarily, 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, are good examples of vehicles created for laying 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.

On one hand, this clause serves as a means of proactively disclosing the progress made in computerizing information under Section 4(1)(a) of the RTI Act in a periodic manner. On the other, it provides people with clarity about the kinds of electronic information that, although not held by the public authority, is available to them. For example, the stocks of ration available with individual fair price shops may not be held by the District Civil Supplies office, but may be available at a subordinate formation.

- 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 those 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.

1.2.4 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.
- Proactive disclosure as per these guidelines would require collating a large quantum of information and digitizing it. For this purpose, Ministries/Public Authorities may engage consultants or outsource such work to expeditiously comply with these guidelines. For this purpose, the plan/non-plan funds of that department may be utilized.
- The Action Taken Report on the compliance of these guidelines should be sent, along with the URL link, to the DoPT and Central Information Commission soon after the expiry of the initial period of 6 months.

- Each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. The audit should cover compliance with the proactive disclosure guidelines as well as adequacy of the items included in the package. The audit should examine whether there are any other types of information which could be proactively disclosed. 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. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.
- 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.

1.2.5 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.

1.2.6 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.

1.3 Objectives

The objectives of the task are to:

1. To study the information disclosed by CCRH proactively under Section 4(1)(b).
2. To examine the level of compliance of the detailed guidelines regarding implementation of suo motu disclosure under Section 4 of the RTI Act by CCRH.
3. To help identify the information gaps in the proactive disclosures; and
4. To 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.

1.4 **Methodology**

A comprehensive format for containing all the relevant indicators has been designed and developed by Central Information Commission (CIC) for evaluating disclosure by Public Authorities (PAs). The entire process is done online where the PA first submits a self appraisal which is then audited by a third party who submits the third party audit report to CIC. The format has six broad categories namely;

1. Organsiation and Function
2. Budget and Programmes
3. Publicity and Public Interface
4. E-Governance
5. Information as Prescribed
6. Information Disclosed on Own Initiative.

It is under these six categories, that website of CCRH has been audited.

AUDIT REPORT

Name of the Authority Being Audited: Central Council for Research in Homoeopathy (CCRH)
Website: https://ccrhindia.ayush.gov.in/

Organisation and Function

S. No.	Item	Details of Disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	Available at
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	https://ccrhindia.ayush.gov.in/
		1.1.2 Head of the organization	Fully Met	https://ccrhindia.ayush.gov.in/ and https://ccrhindia.ayush.gov.in/director-general-central
		1.1.3 Vision, Mission and Key objectives	Fully Met	https://ccrhindia.ayush.gov.in/about-us/citizen-charter
		1.1.4 Function and duties	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf
		1.1.5 Organization Chart	Fully Met	https://ccrhindia.ayush.gov.in/about-us/organisation-structure
		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	https://ccrhindia.ayush.gov.in/about-us/the-council and https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
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	Manual 2 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf, and https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdfc80351a3e5d5.

				pdf
		1.2.2 Power and duties of other employees	Fully Met	Manual 2 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf, and https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdfc80351a3e5d5.pdf
		1.2.3 Rules/ orders under which powers and duty are derived and exercised	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf
		1.2.4 Work allocation	Fully Met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
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	Manual 3 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.3.2 Final decision making authority	Fully met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.3.3 Related provisions, acts, rules etc.	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf
		1.3.4 Time limit for taking a decision, if any	Fully Met	https://ccrhindia.ayush.gov.in/about-us/citizen-charter
		1.3.5 Channel of supervision and accountability	Partially Met	Organizational Chart at https://ccrhindia.ayush.gov.in /about-us/organisationstructure
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	1.4.1 Nature of functions/ services offered	Fully Met	Manual 4 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.4.2 Norms/ standards for functions/ service delivery	Fully Met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.4.3 Process by which these services can be accessed	Fully Met	https://ccrhindia.ayush.gov.in/about-us/citizen-charter
		1.4.4 Time-limit for achieving the targets	Fully Met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-

				ac03f7dfc180.pdf
		1.4.5 Process of redressal of grievances	Fully Met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf and https://ccrhindia.ayush.gov.in/about-us/citizen-charter
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	Available on Page no. 34 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.5.2 List of Rules, regulations, instructions manuals and records	Fully Met	Available on Page no. 34 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.5.3 Acts/ Rules manuals etc.	Fully Met	https://ccrhindia.ayush.gov.in/index.php/
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	Manual 6 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.6.2 Custodian of documents/categories	Fully Met	The Director General of the institute is custodian in all cases
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	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf Manual 8 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.7.2 Composition	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf Manual 8 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.7.3 Dates from which constituted	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf Manual 8 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf

		1.7.4 Term/ Tenure	Not Applicable	There is no defined term/tenure of the committee
		1.7.5 Powers and functions	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf Manual 8 of https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.7.6 Whether their meetings are open to the public?	Not Applicable	The council does not formulate public policies and therefore 1.7.6, 1.7.7 and 1.7.8 are not applicable to the mandate of the council.
		1.7.7 Whether the minutes of the meetings are open to the public?	Not Applicable	The council does not formulate public policies and therefore 1.7.6, 1.7.7 and 1.7.8 are not applicable to the mandate of the council.
		1.7.8 Place where the minutes if open to the public are available?	Not Applicable	The council does not formulate public policies and therefore 1.7.6, 1.7.7 and 1.7.8 are not applicable to the mandate of the council.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	1.8.1 Name and designation	Fully Met	https://ccrhindia.ayush.gov.in/index.php/who-is-who and Manual 9 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.8.2 Telephone, fax and email ID	Fully Met	https://ccrhindia.ayush.gov.in/index.php/who-is-who and https://ccrhindia.ayush.gov.in/index.php/contact-us
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	Partially Met	https://www.ccrhindia.nic.in//admnis/admin/showimg.aspx?ID=16123 (old website)
		1.9.2 System of compensation as provided in its regulations	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf

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 (s) & Appellate Authority	Fully Met	Manual 16 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		1.10.2 Address, telephone numbers and email ID of each designated official.	Fully Met	Manual 16 at https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
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	Information not available
		(ii) Finalised for Minor penalty or major penalty proceedings	Not Met	Information not available
1. 12	Programmes to advance understanding of RTI (Section 26)	1.12.1 Educational programmes	Not Met	Information not available
		1.12.2 Efforts to encourage public authority to participate in these programmes	Not Met	Information not available
		1.12.3 Training of CPIO/APIO	Not Met	Information not available
		1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned	Fully Met	https://ccrhindia.ayush.gov.in/rti
1. 13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	1.13.1 Transfer Policy and Transfer Orders (F.No 1/6/2011-IR Dt. 15.4.2013)	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/Transfer%20Policy.pdf and Page 39 https://ccrhindia.ayush.gov.in/sites/default/files/2023-06/memorandum_asso.pdf

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicabl	Available at
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	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf and https://www.ccrhindia.nic.in//admnis/admin/showimg.aspx?ID=16072
		2.1.2 Budget for each agency and plan & programmes	Fully met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		2.1.3 Proposed expenditures	Fully met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/Annual%20Accounts%20Report%20for%20CCRH%202019-20200a37915c-c112-4f6f-b15d-4e236626d4db.pdf
		2.1.4 Revised budget for each agency, if any	Fully Met	https://www.ccrhindia.nic.in/WriteReadData/LINKS/RTI%20Manual_1602202286dd2919-7c52-4e53-b0b6-ac03f7dfc180.pdf
		2.1.5 Report on disbursements made and place where the related reports are available	Partially Met	https://www.ccrhindia.nic.in/Index1.aspx?lid=7679&lsid=9738&pid=9735&lev=3&Regid=0&langid=1

		2.1.6 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	Partially Met	https://www.ccrhindia.nic.in/tenders.aspx?langid=1
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	2.2.1 Budget	Not Met	Information not available
		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,	Not Met	Information not available
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	2.3.1 Name of the programme of Activity	Not Applicable	Does not pertain to CCRH as it has no subsidy programme
		2.3.2 Objective of the Programme	Not Applicable	Does not apply to the PA
		2.3.3 Procedure to avail benefits	Not Applicable	Does not apply to the PA
		2.3.4 Duration of the programme/Scheme	Not Applicable	Does not apply to the PA
		2.3.5 Physical and financial targets of the	Not Applicable	Does not apply to the PA
		2.3.6 Nature/ scale of subsidy/amount allotted	Not Applicable	Does not apply to the PA
		2.3.7 Eligibility criteria for grant of subsidy	Not Applicable	Does not apply to the PA
		2.3.8 Details of beneficiaries of subsidy programme (number, profile etc.)	Not Applicable	Does not apply to the PA
2.4	Discretionary and non-discretionary	2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./	Not Applicable	Does not apply to the PA

	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	2.4.2 Annual accounts of all legal entities who are provided grants by public	Not Applicable	Does not apply to the PA
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority	2.5.1 Concessions, permits or authorizations granted by public authority	Not Applicable	There are no Concessions, Permits or Authorizations of Grants by PA
		2.5.2 For each concessions, permit or authorization - (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/permit	Not Applicable	There are no Concessions, Permits or Authorizations of Grants by PA
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 both houses of the parliament.	Fully Met	https://ccrhindia.ayush.gov.in/sites/default/files/site/default/files/annual_reports/Annual%20Report%202023-24_0.pdf

3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/	Available at
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]	**3.1.1** 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	Fully Met	As the council undertakes, coordinates, develops, disseminates and promotes scientific research in Homoeopathy, all information related to its functions is available at https://www.ccrhindia.nic.in/index.aspx
		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	Not Applicable	As the council is not involved in public policy formulation 3.1.2 is not applicable
		3.1.3 Public- private partnerships (PPP)- Details of Special	Not Applicable	Does not relate to functions of the CCRH
		3.1.4 Public- private partnerships (PPP)- Detailed project reports	Not Applicable	Does not relate to functions of the CCRH
		3.1.5 Public- private partnerships (PPP)- Detailed project reports	Not Applicable	Does not relate to functions of the CCRH
		3.1.6 Public- private partnerships (PPP)- Concession agreements	Not Applicable	Does not relate to functions of the CCRH
		3.1.7 Public- private partnerships (PPP)- Operation and	Not Applicable	Does not relate to functions of the CCRH
		3.1.8 Public- private partnerships (PPP)- Other documents	Not Applicable	Does not relate to functions of the CCRH

		3.1.9 Public- private partnerships (PPP)-	Not Applicable	Does not relate to functions of the CCRH
		3.1.10 Public- private partnerships (PPP)- The process of the selection of the	Not Applicable	Does not relate to functions of the CCRH
		3.1.11 All payment made under the PPP	Not Applicable	Does not relate to functions of the CCRH
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/	Not Applicable	CCRH is not involved in policy Formulation
		3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more	Not Applicable	CCRH is not involved in policy Formulation
		3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect	Not Applicable	CCRH is not involved in policy Formulation
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	https://ccrhindia.ayush.gov.in/
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	All information related to the CCRH is available at https://ccrhindia.ayush.gov.in/index.php/publications
		3.4.2 Information manual/handbook available in - Printed format	Fully Met	https://ccrhindia.ayush.gov.in/index.php/publications
3.5	Whether information manual/	3.5.1 List of materials available -Free of cost	Fully Met	https://ccrhindia.ayush.gov.in/publications/monographs/non-priced-publications/nonpricepublicationlist

	handbook available free of cost or not [Section 4(1)(b)]	3.5.2 List of materials available at a reasonable cost of the medium	Fully Met	https://ccrhindia.ayush.gov.in/publications/monographs/non-priced-publications/PricedPublicationsList

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/	Available at
4.1	Language in which Information Manual/Handbook Available	4.1.1 Hindi	Fully Met	https://ccrhindia.ayush.gov.in/hi
		4.1.2 English	Fully Met	https://ccrhindia.ayush.gov.in/
		4.1.3 Vernacular/ Local Language	Fully Met	https://ccrhindia.ayush.gov.in/hi
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR	4.2.1 Last date of Annual updation	Fully Met	Available at home page https://ccrhindia.ayush.gov.in/
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	4.3.1 Details of information available in electronic form	Fully Met	https://ccrhindia.ayush.gov.in/publications/monographs/non-priced-publications and https://ccrhindia.ayush.gov.in/publications
		4.3.2 Name/ title of the document/record/ other information	Fully Met	https://ccrhindia.ayush.gov.in/publications/monographs/non-priced-publications and https://ccrhindia.ayush.gov.in/publication
		4.3.3 Location where available	Fully Met	https://ccrhindia.ayush.gov.in/

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	4.4.1 Name & location of the facility	Fully Met	Manual 15 https://ccrhindia.ayush.gov.in/sites/default/files/2023-04/RTI%20Manual.pdf
		4.4.2 Details of information made available	Fully Met	Manual 15 https://ccrhindia.ayush.gov.in/sites/default/files/2023-04/RTI%20Manual.pdf
		4.4.3 Working hours of the facility	Fully Met	Manual 15 https://ccrhindia.ayush.gov.in/sites/default/files/2023-04/RTI%20Manual.pdf =1
		4.4.4 Contact person & contact details (Phone, fax email)	Fully Met	Manual 15 https://ccrhindia.ayush.gov.in/sites/default/files/2023-04/RTI%20Manual.pdf
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	4.5.1 Grievance Redressal mechanism	Fully Met	https://ccrhindia.ayush.gov.in/about-us/citizen-charter and https://ccrhindia.ayush.gov.in/sites/default/files/site/default/files/annual_reports/Annual%20Report%202023-24_0.pdf
		4.5.2 List of completed schemes/ projects/Programmes	Fully Met	Information related to research conducted and is available on the website at https://ccrhindia.ayush.gov.in/research-activities
		4.5.3 List of schemes/ projects/ programme underway	Fully Met	Information related to ongoing research is available on the website at https://ccrhindia.ayush.gov.in/research-activities
		4.5.4 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially Met	Limited information available at https://ccrhindia.ayush.gov.in/tender
		4.5.5 Annual Report	Fully Met	https://ccrhindia.ayush.gov.in/publications/annual-reports
		4.5.6 Frequently Asked Question (FAQs)	Fully Met	https://ccrhindia.ayush.gov.in/faq

		4.5.7 Any other information such as –(a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmark's set in the citizen's charter	Partially Met	Only Citizen Charter available on website
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	Partially Met	Page 34 of Annual Report 2023-24 at https://ccrhindia.ayush.gov.in/sites/default/files/site/default/files/annual_reports/Annual%20Report%202023-24_0.pdf
		4.6.2 Details of appeals received, and orders issued	Partially Met	Page 34 of Annual Report 2023-24 at https://ccrhindia.ayush.gov.in/sites/default/files/site/default/files/annual_reports/An
4.7	Replies to questions asked in the parliament [Section	4.7.1 Details of questions asked, and replies given	Not Applicable	Does not pertain to PA

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/	Available at
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	Current at Page 34 of Annual Report 2023-24 at https://ccrhindia.ayush.gov.in/sites/default/files/site/default/files/annual_reports/Annual%20Report%202023-24_0.pdf and Manual 16 at /https://ccrhindia.ayush.gov.in/sites/default/files/2023-04/RTI%20Manual.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	Not Met	Information not available on website
		5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD- (a)	Not Applicable	Not applicable to PA
		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	Not Met	Information not available on website

		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 (b) Name & Designation of the Officers	Not Met	Information not available on website

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be	Available at
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	All information available in public domain at https://ccrhindia.ayush.gov.in/
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)	6.2.1 Whether STQC certification obtained and its validity. 6.2.2 Does the website show the certificate on the Website?	Fully Met Not Met	PA has obtained STQC certificate in 2024 STQC certificate is not available on the website

OBSERVATIONS

On analysis of the website following observations are made.

1. Organization and Function

1.1 Particulars of its Organization, Functions and Duties [Section 4(1)(b)(i)]

The information related to this section is fully available on the website

1.2 Power of its officers and employees [Section 4(1)(b)(ii)]

The information related to this section is fully met.

1.3 Procedure Followed in Decision Making Process [(Section 4 (1)(b)(iii)]

The information related to this section is fully met except for 1.3.5 which is partially met as the website does not provide information related to channel of supervision and accountability and one has to infer that from Organizational chart.

1.4 Norms For Discharge Of Functions ((Section 4(1)(b)(iv))

The information related to norms for discharge of functions is available on the website.

1.5 Rules, Regulations, Instructions Manual and Records for Discharging Functions [Section 4(1)(b)(v)]

The information related to this section is fully met.

1.6 Categories of Documents held by the Authority under its Control [Section 4(1)(b) (vi)]

The information related to this section is fully met.

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

As the PA is involved in research activities many questions in 1.7 are not applicable to them.

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

The information is available on the website.

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

The CCRH website provides information about pay level of its employees but not their exact remuneration.

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

The information is available on the website.

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 proposed/taken is not provided

1.12 Programmes to advance understanding of RTI(Section 26)

Information related to Programmes to advance understanding of RTI is not available on website.

1.13 Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]

The information is available on the website

2 . Budget and Programmes

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

Most information related to 2.1 is available on the website of the department except 2.1.5

2.2: Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)

The information related to this section is not met.

2.3: Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Section 2.3 does not apply to the council as it does not run any subsidy programme.

2.4: Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

Section 2.4 does not apply to the council

2.5: Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]

There are no Concessions, Permits or Authorizations of Grants by PA

2.6: CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]

The information is available

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 there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

Except 3.1 all other points are not applicable to CCRH.

3.2: Are the details of policies / decisions, which affect public, informed to them[Section 4(1)(c)]

As CCRH is not involved in public policy formulation 3.2 is not applicable

3.3: Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

The work done by PA is available on the website.

3.4: Form of accessibility of information manual/ handbook [Section 4(1)(b)]

All guidelines, reports, research, manuals etc. are available on website.

3.5: Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

As information is available in public domain it is free of cost.

4. E-Governance

Information related to sections 4.1, 4.2, 4.3, 4.4, 4.5 and 4.7 under E-Governance is available on the website
Section 4.4 is not applicable as it is not related to functioning of the department.
Information pertaining to most heads under 4.5 is available on website except 4.5.7.
For section 4.6 information related to applications received and disposed and orders issued is not available on the website. This information needs to be updated on RTI page.

5. Information as may be prescribed

(a) No information about details of third party audit of voluntary disclosure is displayed on the website (5.1.2).
(b) No information about consultancy committee of key stakeholders, committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI is available on the website (5.1.4, 5.1.5)

6. Information Disclosed on own initiative

(a) All information related to its activities of interest to public is disclosed on the website (6.1.1)
(b) Information about STQC certificate is not available on the website (6.2.1 and 6.2.2)

CONCLUSIONS AND RECOMMENDATIONS

A perusal of the website indicates that substantial amount of information is available in public domain. However, there is scope for improvement in some areas. In order to make the website more user friendly and citizen centric, the following conclusions / observations may be considered for implementation:

(a) System of compensation should be included in Information under Section 4(I)(b) of RTI, 2005.
(b) Information related to training of CPIO/PIO (if any) may be made available on the website.
(c) Information regarding budget, expenditure, disbursements along with CAG reports should be available on the website under a separate MENU "Financial Information".
(d) Details of third party audit of voluntary disclosure should be uploaded on the website.
(e) Information related to RTI applications received and disposed along with information given should be placed under RTI Menu.
(f) Monthly reports of appeals received and disposed should be placed on website,
(g) List of all PIO, CPIO from 2015 should be included in RTI Manual
(h) Details about Committee of PIOs/FAAs which rich experience in RTI to identify frequently sought information under RTI should be uploaded on the website.

Recommendations:

For better implementation of the suo-motu disclosure of information following modifications and updations are needed on the website:

(a) Every information displayed on the website should indicate the last date of updation prominently in a DD/MM/YYYY format.
(b) 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.
(c) Different media and forms should be used for proactive disclosure.