A FRAMEWORK FOR TRANSPARENCY AUDIT

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

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. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Central University of Haryana Village Jant-Pali, Mahendragarh, Haryana (123031)
		(ii) Head of the organization	Vice-Chancellor
		(iii) Vision, Mission and Key objectives	
		(iv) Function and duties	http://www.cuh.ac.in/admin/uplo ads/files/rti/1-
		(v) Organization Chart	Particulars%20of%20its%20organiz
		(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	ation,%20functions%20and%20dut ies.pdf
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and judicial)	Fully Met

	employees	(ii) Power and duties of other employees	http://www.cuh.ac.in/admin/uploads/files
	[Section 4(1) (b)(ii)]	(iii) Rules/ orders under which powers and duty are derived and	<u>/rti/2-</u> <u>Power%20and%20duties%20of%20its%20o</u> fficers%20and%20employees.pdf
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points(ii) Final decision making authority	Fully Met There is provision of various University Authorities for taking decisions on the various matters. http://www.cuh.ac.in/iqac/notifi/N
		(iii) Related provisions, acts, rules etc.	otification%20sop%20(2).pdf Central Universities Act, 2009, Statutes of the University, Ordinances of the University, available on University website.
		(iv) Time limit for taking a decisions, if any	http://www.cuh.ac.in/iqac/notifi/Notification%2 0sop%20(2).pdf
		(v) Channel of supervision and accountability	http://www.cuh.ac.in/iqac/notifi/Notification%2 0sop%20(2).pdf
1.4	Norms for discharge	(i) Nature of functions/ services offered	Fully Met
	of functions [Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/ service delivery	http://www.cuh.ac.in/admin/uploa ds/files/rti/4-
		(iii) Process by which these services can be accessed	Norms%20for%20discharge%20of%
		(iv) Time-limit for achieving the targets	<u>20functions.pdf</u>
		(v) Process of redress of grievances	-
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 The various files, documents/ record at Central University of Haryana are maintained by relevant sections/branches along with the day to day references and correspondence.
		(ii) List of Rules, regulations, instructions manuals and records.	http://www.cuh.ac.in/admin/uploads/files/rt i/5-
		(iii) Acts/ Rules manuals etc.	Rules,%20regulations,%20instructions%20ma nual%20and%20records%20for%20dischargi

			ng%20functions.pdf
		(iv) Transfer policy and transfer orders	There is no transfer policy for Teachers of the University. Transfer of Non-Teaching employees is done as per requirement. Transfer orders uploaded on University website. http://www.cuh.ac.in/notification-details.aspx
1.6	Categories of	(i) Categories of documents	Fully Met
	documents held by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	http://www.cuh.ac.in /admin/uploads/files /rti/6- Categories%20of%20 documents%20held %20by%20the%20a uthority%20under% 20its%20control.pdf
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	 (i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available? 	Fully Met http://www.cuh.ac.in/admin/uploa ds/files/rti/7- Boards,%20Councils,%20Committee s%20and%20other%20Bodies%20co nstituted%20as%20part%20of%20t he%20Public%20Authority.pdf
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone, fax and email ID	Fully Met http://www.cuh.ac.in/admin/uploa ds/files/rti/10- Name,%20designation%20and%20o ther%20particulars%20of%20public %20information%20officers.pdf
1.9	Monthly	(i) List of employees with Gross monthly remuneration	Fully Met

1.10	Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)] Name, designation and other particulars of public information	 (ii) System of compensation as provided in its regulations (i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority 	http://www.cuh.ac.in/admi n/uploads/files/rti/9- Monthly%20Remuneration %20received%20by%20off icers%20&%20employees %20including%20system %20of%20compensation.p df System of Compensation as provided in its regulations: Compensatory Leave, Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc. as per (CCS, 1972 Rules) GoI Rules and Regulations available at: https://doppw.gov.in/en/rulesregul ations/central-civilservices-pension- rules-1972. In addition, the faculty of the institute is granted Academic Leave as per institute norms. Fully Met http://www.cuh.ac.in/ad min/uploads/files/rti/m16.
	officers [Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designatedofficial.	<u>pdf</u>
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 (ii) Finalised for Minor penalty or major penalty proceedings	Fully Met http://www.cuh.ac.in/admin/uploa ds/files/rti/11- No.%20Of%20employees%20agains t%20whom%20Disciplinary%20actio n%20has%20been%20proposed.pdf
1.12	Programmes to advance understanding of RTI	(i) Educational programmes(ii) Efforts to encourage public authority to participate in theseprogrammes	Fully Met http://www.cuh.ac.in/admin/ uploads/files/rti/12- Programmes%20to%20advanc

	(Section 26)	(iii) Training of CPIO/APIO	e%20understanding%20of%2 0RTI.pdf
		(iv) Update & publish guidelines on RTI by the Public Authoritiesconcerned	
1.13	Transfer policy and		Fully Met
	transfer orders		There is no transfer policy for Teachers of the
	[F No. 1/6/2011- IR		University. Transfer of Non-Teaching
	dt. 15.4.2013]		employees is done as per requirement.
			Transfer orders uploaded on University
			website.
			http://www.cuh.ac.in/notificat
			<u>ion-details.aspx</u>

2. Budget and Programme

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)
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 (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available 	Fully Met http://www.cuh.ac.in/admin/u ploads/files/rti/16manuals/m11 .pdf http://www.cuh.ac.in/budget.aspx
2.2	Foreign and	(i) Budget	Not Applicable

	domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	 (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well at 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 (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 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 Available on University website http://cuh.ac.in/tender.aspx Tender/Bids Alloted 1. M/s Vidya Enterprises,
2.3	Manner of execution	(i) Name of the programme of activity	Not Applicable
	of subsidy programme	(ii) Objective of the programme	
	[Section 4(i)(b)(xii)]	(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and	(i) Discretionary and non-discretionary grants/ allocations t State Govt./ NGOs/other institutions	Not Applicable

2.5	non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013] Particulars of	(ii)	Annual accounts of all legal entities who are provided grants by public authorities Concessions, permits or authorizations granted by public	
	recipients of		authority	exemptions from application fee as
	concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(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 authorizations d) Date of award of concessions / permits of authorizations	per GoI Rules to reservation category candidates (SC/ST/PwD) and women in each recruitment advertisement at the institute. During Admission Process, concession in Minimum Marks Required to qualify to apply for Admission Process of Master Programmes are allowed to SC/ST/EWS/OBC/PwD candidates as per the Govt. of India reservation policy.
2.6	`CAG & PAC paras [F	CAG and	PAC paras and the action taken reports (ATRs) after these	Fully Met
2.0	No. 1/6/2011- IR dt. 15.4.2013]		n laid on the table of both houses of the parliament.	CAG paras available in Annual Audited report http://www.cuh.ac.in/admi n/uploads/files/rti/Annual %20Audited%20Report%2 02018- 19%20(English%20&%20H indi).pdf http://www.cuh.ac.in/bu dget.aspx

3. Publicity Band Public interface

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)
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)]	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 (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	Fully Met http://www.cuh.ac.in/admin/uploads/files /rti/16manuals/m7.pdf
	[F No 1/6/2011-IR dt. 15.04.2013]	Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.)	

		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Fully Met The minutes of all statutory committees are displayed on institute website. http://www.cuh.ac.in/committeeminute.aspx
		(ii) Outline the Public consultation process	Whenever needed, students-parents meeting is arranged by the institute. Dedicated Legal Aid clinic is running in the School of Law (CUH) which also provide consultation as and when required by any applicant/public in RTI matters.
		(iii) Outline the arrangement for consultation before formulation of policy	The notices & information related to public meetings is widely circulated through University website.
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 The University activities information are constantly updated on the website and relevant social media platforms i.e. Twitter etc. http://cuh.ac.in/Default.aspx Twitter: @CUHofficial
3.4	Form of accessibility of information manual/ handbook	Information manual/handbook available in (i) Electronic format	Fully Met Available on University website http://cuh.ac.in/rti.aspx
	[Section 4(1)(b)]	(ii) Printed format	Fully Met Yes (available on demand as per applicable provisions of the Act)
3.5	Whether information	List of materials available (i) Free of cost	Fully Met http://www.cuh.ac.in/admin/uploads/files/rti/Information%20available%20in%20electronic%20form.pdf

manual/ handbook	(ii)	At a reasonable cost of the medium	Any document/record is provided to the
available free of			applicant as per the prescribed fee/charges
cost or not			under the provisions of RTI Act, 2005, as and
[Section 4(1)(b)]			when required by the applicant.

E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treatedas fully met/partially met)
4.1	Language in which Information	(i) English	Fully met <u>http://cuh.ac.in/rti.aspx</u>
	Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(ii) Vernacular/ Local Language	
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	31.07.2021
4.3	Information available in electronic form	(i) Details of information available in electronic form (ii) Name/ title of the document/record/other	Fully Met http://www.cuh.ac.in/admin/uploads/files/rti/16 manuals/m14.pdf
	[Section 4(1)(b)(xiv)]	information	, .
1.4	Particulars of	(iii)Location where available	Eully Mat
4.4	facilities available to citizen for obtaining information [Section	(i) Name & location of the facility	Fully Met RTI applications can be preferred online at RTI Online Portal. RTI application can also be preferred by post or in person. RTI Cell, Central University of Haryana receives RTI applications and the statutory fees thereof, as prescribed under the RTI Act, 2005.
	4(1)(b)(xv)]	(ii) Details of information made available	All as admissible under RTI Act, 2005.
		(iii)Working hours of the facility	09.00 A.M. to 05.30 P.M. on all working days

		(iv) Contact person & contact details (Phone, fax email)	RTI-Office Administrative Block Room No. – 144 Central University of Haryana Contact-7581970786 Email - cpio@cuh.ac.in Central University of Haryana
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Any grievance related to any employees (Teaching/Non-Teaching) decided by the Competent Authority of University/Grievance redressal Committee constituted by the University for employees and students, as per the provisions under Ordinance XXVI. http://www.cuh.ac.in/admin/uploads/files/0Estt1343.pdf
		(ii) Details of applications received under RTI and information provided	Fully Met
		ililoi iliation provided	Available on University website
			http://cuh.ac.in/rti.aspx
		(iii) List of completed	Fully Met
		schemes/projects/	Available on University website
		Programmes	http://www.cuh.ac.in/research.aspx http://cuh.ac.in/Default.aspx
		(iv) List of schemes/ projects/programme underway	http://www.cuh.ac.in/research.aspx
		(v) Details of all contracts entered into including	Tender/Bids Alloted
		name of the contractor, amount of contract and period of completion of contract	 M/s Vidya Enterprises, Nazafgarh has been awarded the contract @ 1% of total billing amount per month w.e.f. 01/06/2020 to 31/08/2021 on account of Security Service. M/s. Jindrain Group, Jind(Haryana) has been awarded Manpower contact @1% service charge on billing amount for the particular month w.e.f.01/06/2020 to 31/08/2021.
		(vi) Annual Report	Fully Met Available on University website http://cuh.ac.in/budget.aspx
		(vii) Frequently AskedQuestion (FAQs)	Fully Met

		(viii) Any other information such as a) Citizen's Charter	http://www.cuh.ac.in/iqac/notifi/Notification%20sop%20(2).pdf
		b) Result FrameworkDocument (RFD)	
		c) Six monthly reports	
		d) Performance against the benchmarks set in the Citizen's Charter	
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 (ii) Details of appeals received and orders issued	Fully Met Available on University website http://cuh.ac.in/rti.aspx
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked andreplies given	http://www.cuh.ac.in/rti.aspx

4. Information as may be prescribed

S. No.	Item		Details of disclosur e	Remarks/ Reference Points (Fully met/partially met/ notmet- Not applicable will be treated as fully met/partially			
						met)	
5.1	Such other	(i)	Name & details of	Fully Met			
	Information as may		(a) Current CPIOs & FAAs		СРІО	FA	
	be prescribed [F.No. 1/2/2016-IR dt.		(b) Earlier CPIO & FAAs from 1.1.2015	Dr. Piyush Patanjali	10.01.2014 to 10.12.2015	Dr. A.K. Jha	10.01.2014 to 03.06.2015
	17.8.2016, F No. 1/6/2011-IR dt.			Dr. Rajeev Singh	11.12.2015 to 21.02.2018	Sh. Ashok Kumar Gogia	04.06.2015 to 02.01.2017
	15.4.2013]			Dr. Chanchal Kumar Sharma	22.02.2018 to 10.02.2020	Sh. Sunil Kumar	03.01.2017 to 11.11.2018
				Dr. Kulwant Singh	11.02.202 to till date	Dr. Phool Singh	12.11.2018 to 10.02.2020
						Prof. Rajbir Dalal	11.02.2020 to till date
		(ii)	Details of third party audit of voluntary disclosure	For year 2020-21 is Underprocess			
			(a) Dates of audit carried out (b) Report of the audit carried out				
		(iii)	Appointment of Nodal Officers not below the rank of JointSecretary/ Additional HoD	Fully Met a. 11.02.2020 to till date b. Dr. Kulwant Singh, Assistant Professor in			
			(a) Date of appointment				
			(b) Name & Designation of the officers	Lav	v, Departmen	t of Law, CUH	
		(iv)	Consultancy committee of key stake holders	Composition of the			
			for advice onsuo-motu disclosure	Committee is under process before the			
			(a) Dates from which constituted(b) Name & Designation of the officers		Compete	ent Authority	

<u>.</u>			
	(v)	Committee of PIOs/FAAs with rich experience in RTI toidentify frequently sought information under RTI	Composition of the Committee is under process before the
			Competent Authority.
		(a) Dates from which constituted	
		(b) Name & Designation of the Officers	

5. Information Disclosed on own Initiative

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)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Fully Met The various Acts, Ordinances, Regulation and Notification (updated from time to time accordingly) related to general Administration have been linked on University website for the General access of public.
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)	 (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? 	(i) Central University of Haryana have Certificate of web application Audit Valid till- 24/06/2022 (ii) yes