SH/LIC/RTI/SuoMoto/2018-19 24.01.2020

Submitted to the Director,

Sub: Third Party Auditing of Suo-Moto disclosure under section 4 of the RTI Act- reg.

Ref: No.A.60011/120/2018 (FTS 3166796) – RTI, RTI Cell, Dept. Of Health &

Family Welfare, MHFW, GOI, dated 12.12.2019.

With reference to the above, as per the RTI Act,2005, a Public Authority is required to get its proactive disclosures audited by a third party every year. Our Ministry entrusted the National Institute of Health and Family Welfare (NIHFW), Govt. Of India, New Delhi to conduct auditing of the proactive disclosure available on the websites of 96 public authorities including AIISH under the Ministry registered with the Central Information Commission.

The NIHFW in its one-day Workshop-cum-Training Programme held on 4th February 2020 for the public authorities informed to prepare a Suo Motu Disclosure Self Appraisal and submit it online on or before by 28th February 2020.

In this regard, we have to prepare for the auditing of our Suo-Motu disclosure by updating our existing disclosure and incorporating additional information. Hence, the Departments/ Sections/ Cells and various Programme Coordinators may kindly be informed to provide relevant information as detailed in Annexure 1. Also, appropriate action may kindly be taken on the following.

1. Constitution of a task force to modify our existing Citizen Charter in accordance with the guidelines provided by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions and develop a Result Framework Document.
2. Obtain Standardisation Testing and Quality Certification (STQC) for our official website in compliance with the guidelines for Indian Government Websites.
3. Institution of a mechanism for channeling all the important OMs, circulars, meeting minutes as well as job notifications and recruitment details, student admission details including answer keys, specimen copies of entrance examination OMR sheets, etc. to the Head, Department of Electronics for directly uploading onto the Institute website or the Transparency Officer for uploading onto the newly developed SuoMotu Disclosure platform on the Institute website.

A draft circular prepared

**Annexure 1**

| **Sl**  **No** | **Particulars of Information** | **Information to be provided by** |
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| 1 | A brief report on the activities and services not exceeding 300 words along with a compilation of Frequently Asked Questions (FAQ) on various services and facilities pertaining to the Departments, Sections, Cells and Programmes | Heads of the Departments/  Sections/ Cells and Programme Coordinators |
| 2 | Prepare a Staff directory with the following information  (a) Name  (b) Designation  (c) Date of Joining  (d) Educational Qualification  (e) Mode of Appointment (Regular / Contract)  (f) Phone – Landline (O)  (g) Phone – Mobile  (h) E-mail | Heads of the Departments/  Sections |
| 3 | Roles and Responsibilities of the Staff members  (a) Name of the Staff  (b) Designation  (c) Assigned roles and responsibilities | Heads of the Departments/  Sections |
| 4 | Particulars of specific facilities and services offered to citizens   1. Name of the Facility/ Service 2. Fee charged, if any 3. Timings of the services offered | Heads of the Departments/  Sections |
| 5 | Documents held by the departments / Sections and format  (a) Name/ title of the document/record/ other information  (b) Category of document  (c) Custodian of document  (d) Format (Print / Electronic) | All departments/  Sections |
| 6 | Manner of execution of subsidiary programme offered, , if any   1. Name of the programme of activity 2. Objective of the programme 3. Procedure to avail benefits 4. Duration of the programme/ scheme 5. Physical and financial targets of the programme 6. Nature /scale of subsidy /amount allotted 7. Eligibility criteria for grant of subsidy 8. Details of beneficiaries of subsidy programme | All departments/  Sections / Units |
| 7 | Particulars of recipients of concessions offered, if any  (i) Concessions, permits or authorizations granted by public authority  (ii) For each concessions, permit 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  (iii) Details of beneficiaries of recipients of concessions | All departments/  Sections / Units |
| 9 | Public Private Partnership (PPP) consortium, if any  (i) Details of Special Purpose Vehicle (SPV), if any  (ii) Detailed project reports (DPRs)  (iii) Concession agreements  (iv) Operation and maintenance of manuals  (v) Other documents generated as part of the implementation of the PPP  (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government  (vii) Information relating to outputs and outcomes  (viii) The process of the selection of the private sector party (concessionaire etc.)  (ix) All payments made under the PPP project.  (x) Details of beneficiaries of awarding Public Private Partnership ( Date of award of selected private party, Name of firm , Details of Special purpose vehicle , Operation and maintenance of PPP, Implementation schedule , Information relate to fees , tolls and other kinds of revenues collected under PPP project, Information relation to output and outcomes . Payment schedule) | All departments/  Sections / Units |
| 10 | Information available in electronic and print formats   1. Language in which information manual / handbook available published by departments / sections/ units ( English / Vernacular ) 2. Details of information available in print / electronic form ( Digital pdf in website) 3. List of materials ( title/ cost of the medium ) 4. Last date of annual updation of Information available : ( Date / Month / Year ) | All departments/  Sections / Units |
| 11 | Grievance redressal mechanism including those related to the various services/ facilities offered ( including working hours of the facilities / services ) | All departments/  Sections / Units |
| 12 | Ongoing schemes / projects / programme undertaken (Name of scheme / projects / programme , Agency , Objective and targets,expenditure incurred, tools developed if any and its tenure ) | All departments/  Sections / Units |
| 13 | List of Completed schemes / projects / programme undertaken by departments / sections/ units (Name of scheme / projects / programme, Agency, Objective and targets,expenditure incurred, tools developed if any and Tenure of completion ) | All departments/  Sections / Units |
| 14 | Details of all contracts entered into including ( name of the contractor, nature of contract work, allotted amount of contract and period of completion of contract) | Purchase Section  Engineering Section |
| 15 | Monthly remuneration of Staffs in each departments/sections/units (including contracts / outsourcing)   1. List of employees with Gross monthly remuneration 2. System of compensation as provided in its regulations | Accounts |
| 16 | Discretionary and non-discretionary grants   1. Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions 2. Annual accounts of all legal entities who are provided grants by public authorities | Accounts |
| 17 | Budget of the Institute during the current financial year | Accounts |
| 18 | Budget Allocation   1. Total Budget for the public authority 2. Budget for programmes each agency and plan & programmes 3. Proposed expenditures 4. Revised budget for each agency, if any 5. Report on disbursements made and place where the related reports are available | Accounts |
| 19 | Foreign and Domestic Tours of the faculty and Head of the departments   1. Name of the Staff and Designation 2. Grade Pay 3. Places visited 4. Purpose of visit 5. The period of visit 6. The number of members in the official delegation 7. Expenditure on the visit 8. Received amount by the participants | Administration / Accounts |
| 20 | Information related to procurements   1. Notice/tender enquires, and corrigenda if any thereon, 2. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, 3. The works contracts concluded – in any such combination of the above 4. The rate /rates and the total amount at which such procurement or works contract is to be executed. | Purchase Section |
| 21 | 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)   1. Whether STQC certification obtained and its validity. 2. Does the website show the certificate on the Website? | Electronics |