

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-section 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-organization 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 organization, functions and duties [Section 4(1)(b)9(i)]	I. Name and address of the organization.	Sr.DEE/G/North Central Railway, Agra
		II. Head of the organization	Sr.DEE/G/ Agra
		III. Vision, Mission and Key objectives	Identifying the goals of NCR to facilitate its strategic as well as general decision making process.
		IV. Function and duties	INTRODUCTION Electrical Department plays a vital role in the Railway System. It is responsible for operation and maintenance of electrical power supply for lighting, ventilation and airconditioning in station areas, residential areas, Passenger Reservation System (PRSs), offices, hospitals, running rooms and rest houses etc. It is also responsible for operation and maintenance of lighting and ventilation in AC and Non-AC coaches, water coolers at stations, offices, running rooms, hospitals etc. In addition, operation and

			<p>maintenance of power supply to electrified stations, water supply pumps for stations and railways' residential colonies are also looked after by the Electrical Department. The Electrical Department has Electrical General Services The Electrical Department is headed by the Principal Chief Electrical Engineer. The Principal Chief Electrical Engineer is ex-officio Electrical Inspector to Central Government for North Central Railway. He is assisted by Chief Electrical Services Engineer, Chief Electrical General Engineer, Chief Electrical Engineer / Energy management, Dy. Chief Electrical Engineer and other Junior Administrative Grade, Sr. Scale and Jr. Scale officers at HQ as well as in the Divisions and Workshops. North Central Railway requires 8 railway stations for Electrical General Services. Consumers Power for Electrical General purpose is mainly distributed to Railway stations, Demu shed, staff quarters and offices operation and maintenance of lighting and electrical assets including ventilation in AC and Non-AC coaches is being looked after by principle chief Mechanical Engineer/NCR ,Prayagraj, assisted by chief electrical service engineer.</p>
		<p>V. Organization Chart</p>	<p style="text-align: center;"><u>Sr. DEE/G/AGC</u> <u>(BhimrajDhanna)</u></p> <p style="text-align: center;">↓</p>

ADEE/G/AGC
(R.K. Singh)



1. सुभाष कुमार -SSE/P/AGC -
9760536333
2. पी.के.छाबड़ा - SSE/P/AGC-
9557201254
3. नेतराम मीना - SSE/P/AGC-
9557201255
4. केशव देव - SSE/TL/AGC-
9760536296
5. एच.एस. शर्मा - SSE/TL/AGC-
9760536332
6. एम.एल. शर्मा - SSE/TL/AF-
9760536329
7. दिनेश कुमार -SSE/TL/MTJ-
9557201252
8. अरविंद श्रेजा - SSE/P/AF-
9760536327
9. नाहर सिंह - SSE/P/IDH-
9557201253
10. दिनेश कनूरिया - SSE/P/DHO-
9001038662
11. पीयूष राव - SSE/P/MTJ-
9557201256
12. आशीष चौहान - SSE/Gen.-
9760536334
13. देवेश कुमार - SSE/Bill-

			<p>9760536328</p> <p>14. विनीत कुमार -JE/P/AF- 9760536206</p> <p>15. राजवीर सिंह - JE/P/MTJ- 9760636246</p> <p>16. रवि कुमार - JE/TL/AGC- 9760536326</p> <p>17. प्रेम चन्द्र - SSE/DRG. - 9760536266</p>
		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.	
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	I. Powers and duties of officers (administrative, financial and judicial)	<p>Duties of Electrical Department Staff- 1 It is the duty of every railway officer and supervisor to ensure by periodical inspections of installations, offices, shops and rolling-stock under his control are: -</p> <p>a) well protected against risk of fire;</p> <p>b) well equipped with fire-fighting equipment, and c) that staff are well trained and fire-fighting appliances are properly maintained to fight the fires, should they develop. 2. The majority of fires are preventable if only those in charge are security minded and make it a point to check the installations under their control from the point of view of fire risk and take necessary precautions. Accumulation of debris and rubbish near offices, workshops and installations should never be permitted even from the point of view of cleanliness -- much more so</p>

			<p>because it is such accumulations that are responsible for most fires. 3. Points which should be checked during periodical inspections are :- a) Whether the fire fighting appliances are maintained in working condition, and if each installation has the full complement of fire buckets, extinguishers etc. b) How well staff are trained to fight a fire. b) Whether close liaison is maintained by the local official with the Fire Fighting Organization and telephone numbers of Fire Station are properly displayed. c) When the last fire drill was conducted, a fire drill register should be maintained at each installation by subordinate incharge.</p>
		<p>II. Rules/orders under which powers and duty are derived and</p>	<p>Rules, Regulations, Instructions, Manuals and Records. Following documents are used:- 1. General Supply Matters a. Compendium of Instructions on Power Supply (General) – November 2005 issued by the Railway Board b. Compendium of Instructions on Power Supply for General Services Vol III, January-2009 issued by the Railway Board 2. TL & AC Matters - Compendium of instructions on TL & AC coaches issued by the Railway Board. 3. Special Maintenance Instructions (SMIs) and Modification Sheets (MSs) issued by RDSO. 4. Regulations for Power lines Crossing Railway Track issued by the Railway Board in 1987 for granting permission for track crossing of</p>
		<p>III. Exercised</p>	
		<p>IV. Work allocation</p>	

			overhead/underground electrical supply lines. 5. The Electricity Act, 2003. 6. The Electricity Rules, 2005. 7. The Energy Conservation Act, 2001, 8. Energy Conservation Building Code (ECBC), 2007 9. Indian Standards
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	I. Process of decision making identify key decision making points	The procedure followed in the decision making process, including channels of supervision and accountability: 1. All the financial decisions are taken as per SOP which is duly approved by GM. 2. All the technical decisions are taken as per guide lines deliberated in various codes, manuals and special instructions. 3. Decisions are taken collectively & with full transparency
		II. Final decision making authority	
		III. Related provisions, acts, rules etc.	
		IV. Time limit for taking a decisions, if any	
		V. Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	I. Nature of functions/Services offered	The norms set by Electrical Department for the discharge of its functions: 1. All the financial decisions are taken as per SOP which is duly approved by GM. 2. All the technical decisions are taken per guide lines deliberated in various codes, manuals and special instructions. 3. Decisions are taken collectively & with full transparency
		II. Norms/standards for functions/service delivery	
		III. Process by which these services can be accessed	
		IV. Time limit for achieving the targets	
		V. Process of redress of grievances	
1.5	Rules, regulations, instruction manual and records for discharging function [Section 4(1)(b)(v)]	I. Title and nature of the record/manual/instruction	
		II. List of Rules, regulations, instructions manuals and records	
		III. Acts/Rules manuals etc.	
		IV. Transfer policy and transfer orders	
1.6	Categories of	I. Categories of documents	

	documents held by the authority under its control [Section 4(1)(b)(vi)]	II. Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	I. Name of 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?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	I. Name and designation	Sr. DEE/G/AGC (BhimrajDhanna) 9760536300 0562, 2421012 ADEE/G/AGC (R.K. Singh) 9760536305
		II. Telephone, fax and email ID.	
1.9	Monthly Remuneration received by officers & employees including system of comensation [Section 4(1)(b)(x)]	I. List of employees with Gross monthly remuneration	
		II. System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	I. Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	
		II. Address, telephone numbers and email ID of each designated official	
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	
1.12	Programme to advance understanding of RTI (Section 26)	I. Educational programmes	
		II. Efforts to encourage public authority to participate in these programmes	
		III. Training of CPIO/APIO	
		IV. Update and publish guidelines on RTI by the Public Authorities concerned	

1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		
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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 and programmes	Demand No. 7 (RE 2020-21) PU – 27 9678000 PU – 28 3336000 PU – 32 9995000
		III. Proposed expenditures	
		IV. Revised budget for each agency, if any.	
		V. Report on disbursements made and place where the related reports are available.	
2.2	Foreign and domestic tours [F No. 1/8/2012-IR dt. 11.9.2012]	I. Budget	
		II. Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	

		<p>III. Information related to procurements</p> <p>a) Notice/tender enquires and corrigenda if any thereon.</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured.</p> <p>c) The works contracts concluded – in any such combination of the above and</p> <p>d) The rate / rates and the total amount at which such procurement or works contract is to be executed.</p>	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	I. Name of the programme of activity	
		II. Objective of the programme	
		III. Procedure to avail benefits	
		IV. Duration of the programme / scheme	
		V. Physical and financial targets of the programme	
		VI. Nature / scale of subsidy / amount allotted	
		VII. Eligibility criteria for grant of subsidy	
		VIII. Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F No. 1/6/2011-IR dt. 15.04.2013]	I. Discretionary and non-discretionary grants / allocations to State Govt./NGOs/other institutions	
		II. Annual accounts of all legal entities who are provided grants by public authorizes.	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xii)]	I. Concessions, permits or authorizations granted by public authority.	
		<p>II. For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession / grant and /or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/permits or authorizations</p> <p>d) Date of award of concession/permits of authorizations</p>	
2.6	CAG & PAC paras [F No. 1/6/2011-IR dt. 15.04.2013]	CAG and PAC paras and the action taken reports (ARTs) after these have been laid on the table of both houses of the parliament.	

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
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			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 thereof [Section 4(1)(b)(vii)] [F No. 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultation 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 and time allotted for visitors	
		c) Contact details of Information and Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		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)]	Public 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	
		II. Outline the Public consultation process	
		III. Outline the arrangement for consultation before formulation of policy	
3.33	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)	
3.34	Form of accessibility of information manual /	Information manual/handbook available in	
		I. Electronic format	

	handbook [Section 4(1)(b)]	II. Printed format	
3.35	Whether information manual /handbook available free of cost or not [Section 4(1)(b)]	List of materials available	
		I. Free of cost	
		II. At a reasonable cost of the medium	

4. E. Governance

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)
4.1	Language in which Information Manual / Handbook Available [F No. 1/6/2011-IR dt. 15.04.2013]	English	
		Vernacular / Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt. 15.04.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	I. Details of information available in electronic form.	
		II. Name/title of the document/record/other information	
		III. Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	I. Name and location of the faculty	
		II. Details of information made available	
		III. Working hours of the facility	
		IV. Contact person and contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section [Section 4(1)(b)(xvii)]	I. Grievance redressal mechanism	
		II. Details of applications received under RTI and information provided	
		III. List of completed schemes/projects/Programmes	
		IV. List of schemes/ projects / programme underway	

		V. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	
		VI. Annual Report	
		VII. Frequently Asked Question (FAQs)	
		VIII. Any other information such as	
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter.	
4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011-IR dt. 15.04.2013]	I. Details of applications received and disposal	
		II. Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given.	

5. Information as may be prescribed

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)
5.1	Such other information as may be prescribed [F No. 1/2/2016-IR dt. 17.08.2016, [F No. 1/6/2011-IR dt. 15.04.2013]	I. Name & details of a) Current CPIOs & FAAs b) Earlier CPIO & FAAs from 1.1.2015	
		II. Details of third party audit of voluntary disclosure a) Dates of audit carried out b) Report of the audit carried out	
		III. Appointment of Nodal Officers not below the rank of joint Secretary / Additional HoD a) Date of appointment b) Name & Designation of the officers	

		<p>IV. Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>a) Dates of appointment</p> <p>b) Name & Designation of the officers</p>	
		<p>V. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>a) Dates from which constituted</p> <p>b) Name & Designation of the Officers</p>	

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 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		
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)	<p>I. Whether STQC certification obtained and its validity.</p> <p>II. Does the website show the certificate on the Website?</p>	
