

### 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- 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 organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization MACS-Agharkar Research Institute, G.G. Agarkar Road, Pune - 411 004 ( An Autonomous Grant-in-Aid Institute under the Department of Science & Technology, Govt of India, New Delhi.)	<b>Fully met</b>
		(ii) Head of the organization Director – Functions under the Institute Council, ARI and Governing Body of MACS a Society registered under Society Registration Act 1860 Bombay Public Trust Act 1950.	<b>Fully met</b>
		(iii) Vision, Mission and Key objectives: Vision - Our goal is to excel as an internationally recognized centre of multi-disciplinary life science research that focuses on industrial development, human health and environment	<b>Fully met</b>

		Mission- Conduct basic and applied research in life sciences & harness the genetic diversity of microbes, plants & animal towards a cleaner environment, sustainable agriculture and better health of the masses.	
		(iv) Function and duties The institute is committed to promotion of science and technology with emphasis on high standards of research and development activities for the benefit of mankind and the nation. The thematic areas of research and development include Biodiversity and Palaeobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics and Plant Breeding, and Nanobioscience. The institute admits students desirous of doing research leading to PhD degree, with the requirement that they fulfil the norms of the Savitribai Phule Pune University and Agharkar Research Institute. The following services are offered by the institute • Fungus Identification Service under the National Fungal Culture Collection of India (NFCCI) • Supply of breeder seeds of wheat and soybean varieties to seed multiplication agencies and farmers •Contract Research, Transfer of Technology, and Consultancy in the thematic areas mentioned above .	<b>Fully met</b>
		(v) Organization Chart Please refer to link <a href="http://aripune.org/organisational-structure-2/">http://aripune.org/organisational-structure-2/</a> <b>Annexe-A</b>	<b>Fully met</b>
		(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 Please refer to link <a href="http://aripune.org/about-ari/">http://aripune.org/about-ari/</a> <b>Annexe-B</b>	<b>Fully met</b>
1.2	Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial) <b>A- DIRECTOR:-</b> (a) The Director shall be the Principal academic and executive officer of the Institute.	<b>Fully met</b>

<p>[Section 4(1) (b)(ii)]</p>	<p>b) He shall be responsible for the proper administration, academic programs and maintenance of discipline in the Institute.</p> <p>(c) He shall prescribe the duties of all the employees of the Institute and shall exercise such supervision and control over the work and conduct of the employees of the Institute as may be necessary subject to these Rules and Regulations. (d) He shall coordinate and exercise general supervision over all research, training and other activities of the Institute.</p> <p>(e) He shall prepare, in July-August each year, the budget estimates for the ensuing year and revised estimates for the current year for consideration and approval of the Finance and Budget Committee and the Institute Council.</p> <p>(f) The Director shall be empowered to make purchases of capital equipment and other non-recurring items in accordance with the budget provisions up to the limits stipulated by the Institute Council from time to time.</p> <p>(g) The Director shall be competent to write off irrecoverable losses of stores or moneys and unserviceable items of equipment and furniture, as may be laid down by the Institute Council from time to time.</p> <p>(h) The Director may, in writing, delegate such of his powers and duties, assigned to him in these Rules and in Regulations, as well as the powers and duties that may be delegated to him by the Institute Council, as he may consider necessary to any of his subordinates.</p> <p>(i) The Director shall exercise such powers and discharge such other functions as are necessary for the efficient governance and functioning of the Institute.</p> <p><b>B- HEADS OF DIVISIONS:-</b></p> <p>There shall be a Head of Division for every Division of the Institute. He shall –</p> <p>(a) function under the overall supervision of the Director,</p> <p>(b) be the principal administrative and academic officer of the Division,</p> <p>(c) be responsible to fulfil the academic and research objectives of the Division/Group(s),</p> <p>(d) do all such things as are necessary for maintaining discipline and for smooth working of his Division/Group(s) as per relevant Regulations,</p> <p>(e) perform all such functions and shall carry out all such duties as are assigned to him by the Director from time to time.</p>	
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**C- ADMINISTRATIVE OFFICER:-**

The Administrative Officer shall –

- (a) function under the direction of the Director of the Institute,
- (b) be responsible for the administrative matters of the Institute,
- (c) be responsible for the work of the Office of the Institute,
- (d) act as recorder of the Institute and as custodian of all documents relating to the Institute,
- (e) represent the Institute in legal matters. The Institute may sue, or be sued, only in the name of the Administrative Officer of the Institute,
- (f) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

**D- FINANCE AND ACCOUNTS OFFICER :-**

The Finance and Accounts Officer shall –

- (a) function under the direction of the Director of the Institute,
- (b) supervise the accounts of the Institute and shall assist in preparation of budget and in exercising budgetary control.
- (c) be responsible for the finalization of accounts and for internal auditing,
- (d) perform such functions and shall carry out such duties as are assigned to him by the Director from time to time.

**Stores & Purchase Officer:-**

- (a) The Stores & Purchase Officer shall be responsible for procurement of all stores and equipment of the Institute as per indents from the end users after approval by the Director and shall maintain appropriate records for the purpose. All purchases shall be made as per the approved rules with the approval by the Director.
- (b) Annual Verification of Stock : The Stores & Purchase Officer shall initiate action by the end of the March every year for annual physical verification of stores and a report shall be prepared for submission to the Director .

**Library In-charge:-**

- (a) The Library- in-charge shall be responsible for the custody of books, manuscripts, periodicals etc. belonging to the Library and shall maintain a complete register and index. The purchase of books and journals for the library will be recommended by the Library Committee for approval by the Director. The Rules for

		<p>the management of the Library shall be framed from time to time, as may be found necessary by the Library Committee appointed by the Director to be responsible for the proper functioning of the Library.</p> <p>(b) Annual Report : The Library-in-Charge, shall prepare, by the end of the March every year, a report on the working of the Library for submission to the Director by the Library Committee.</p> <p>(c) Purchase of Books : The Library –in-charge shall be responsible for purchasing of books approved by the Library Committee or the Director.</p> <p>(d) Stock taking : The Library-in-charge shall take stock every three years of all the books in the Library. The Library Committee may assign personnel to check the report.</p>	
		<p>(ii) Power and duties of other employees The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: Bye-laws, Rules and Regulations approved from time to time by the Institute Council/ Governing Body, MACS-ARI. <b>Annexe-C, C1,C2 C3</b></p>	<b>Fully met</b>
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation: Work has been allotted as per the designations	<b>Fully met</b>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making points The procedure followed in the decision making process, including channels of supervision and accountability:- (a) Director is the chief executor and is responsible for the day to day management of the activities of the Institute and overall administration in accordance with the Rules and Bye-laws and other instructions issued by the Institute Council from time to time. (b) All the decisions relating to finance and administration are taken by him.</p>	<b>Fully met</b>
		(ii) Final decision making authority: Institute Council of ARI	<b>Fully met</b>

		Related provisions, acts, rules etc.: As defined in ARI Bye laws <b>Annexe-C, C1,C2 C3</b>	<b>Fully met</b>
		(iii) Time limit for taking a decisions, if any It depends on the matter. However, in major cases decision is being taken at the earliest.	<b>Fully met</b>
		(iv) Channel of supervision and accountability. Employees above PB-2 GP 4200	<b>Fully met</b>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	Nature of functions/ services offered: Services Offered - Research & Development.	<b>Fully met</b>
		(ii) Norms/standards for functions/ service delivery The Heads of each division will submit reports on the working of projects in their division to Director. All new schemes of research to be conducted at the Institute shall be submitted to the Director for placing the same before the Research Advisory Committee for approval.  The Administrative Officer and Accounts Officers shall advise the Director in all matters relating to the administration and finance of the Institute, as may be required. The services under various thematic areas of research and development at MACS-ARI Pune can be accessed at link <a href="http://aripune.org/research">http://aripune.org/research</a> <b>Annexe-D</b>	<b>Fully met</b>
		Process by which these services can be accessed: (1) Online as well as Manual. (i) (2) Through conducting of classes	<b>Fully met</b>
		(ii) Time-limit for achieving the targets As defined.	<b>Fully met</b>
		(iii) Process of redress of grievances: 45 days	<b>Fully met</b>
1.5	Rules, regulations, instructions manual and records for discharging	(i) Title and nature of the record/ manual /instruction. Bye-laws of ARI	<b>Fully met</b>
		(ii) List of Rules, regulations, instructions manuals and records. CONDITIONS OF SERVICES OF OFFICERS AND STAFF OF THE INSTITUTE Till the Institute frames its own Rules in this regard the Central Civil Services (Classification, Control and Appeal) Rules and C.C.S. (Conduct) Rules for the time	<b>Fully met</b>

	functions [Section 4(1)(b)(v)]	being in force will apply mutatis mutandis to the Officers and establishment in the service of the Institute subject to modification that : (a) Appointing disciplinary and appellate authorities shall be as per bye-law 24 above; (b) Reference to the “President and Government Servant” in the Central Civil Services (Classification, Control and Appeal) Rules shall be construed as reference to the “Chairman of Institute Council” and “Officers and establishment in the Service of the Institute” respectively; and (c) Part II and III of CCS (CCA) Rules will not apply.	
		(iii) Acts/ Rules manuals etc. : Bye-laws of ARI	
		(iv) Transfer policy and transfer orders : The employees of the Institute shall be liable for transfer wherever the Institute has established facilities.	<b>Fully met</b>
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (a) All Scientific data (b) General information relating to the institute activities.	<b>Fully met</b>
		(ii) Custodian of documents/categories Administrative Officer, Finance & Accounts Officer, Principal Library & Information Officer	<b>Fully met</b>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc. a. General Body of MACS b. Institute Council, Agharkar Research Institute c. Research Advisory Committee d. Building & Works Committee e. Finance and Budget Committee f. Internal Management Committee g. Institutional Animal Ethics Committee h. Institutional Bio-safety Committee	<b>Fully met</b>

<p>[Section 4(1)(b)(viii)]</p>	<p>i. Governing Body of MACS</p> <p>(ii) Composition</p> <p><b>(a) Governing Body of MACS :</b> - The Governing Body of MACS consists of</p> <ul style="list-style-type: none"> <li>(i) President of the Association - Chairman</li> <li>(ii) Vice-President</li> <li>(iii) Secretary</li> <li>(iv) Treasurer</li> <li>(v) Five eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members - Members</li> <li>(vi) Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent - - Ex-Officio Member</li> <li>(vii) Director ARI – Ex-Officio Member</li> </ul> <p><b>(b) The constitution of Institute Council:</b> The Institute Council shall consist of –</p> <ul style="list-style-type: none"> <li>(i) President of the Association - Chairman</li> <li>(ii) Five eminent scientists (who are not employees of the Institute belonging to the Association) invited by the President to be members - Members</li> <li>(iii) Secretary, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Joint Secretary or its equivalent - - Ex-Officio Member</li> <li>(iv) Financial Advisor, Department of Science and Technology, Government of India or his nominee who shall not be below the rank of Deputy Secretary or its equivalent - Ex-officio Member</li> <li>(v) Director of the Institute - Ex-officio Member-Secretary Heads of the Division(s) be invited whenever necessary.</li> </ul> <p><b>(c) The Constitution of Research Advisory Committee:</b> The Research Advisory Committee will consist of</p> <ul style="list-style-type: none"> <li>(i) Nine eminent scientists of various disciplines to be nominated by</li> </ul>	<p><b>Fully met</b></p>
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	<p>the Institute Council. (The Chairman to be nominated by the Institute Council).</p> <p>(ii) Director as Member-Secretary</p> <p><b>(d) The Constitution of the Finance &amp; Budget Committee:</b> The Finance and Budget Committee will consist of :</p> <p>(i) Director - Chairman</p> <p>(ii) Nominee of the Institute Council Member</p> <p>(iii) Finance and Accounts Officer Member-Secretary</p> <p>(iv) Financial Advisor of Department Member of Science and Technology (DST), Govt. of India, or his nominee</p> <p><b>(e) The Constitution of the Building &amp; Works Committee:</b> The Building and Works Committee of the Institute will consist of :</p> <p>(i) Director - Chairman</p> <p>(ii) Three engineers and an Members Architect nominated by the Institute Council.</p> <p>(iii) Financial Advisor of Department Member of Science and Technology (DST), Govt. of India, or his nominee</p> <p>(iv) Finance &amp; Accounts Officer Member (e) Secretary of the Association Member (f) Administrative Officer Member-Secretary</p> <p><b>(f) INTERNAL MANAGEMENT COMMITTEE OF THE INSTITUTE</b> The Internal Management Committee of the Institute shall consist of :</p> <p>(i) Director - - - Chairman</p> <p>(ii) Heads of Divisions - Members</p> <p>(iii) Finance &amp; Accounts Officer - Member</p> <p>(iv) Administrative Officer - Member- Secretary</p>	
	(iii) Dates from which constituted : As stipulated in ARI Bye-laws	<b>Fully met</b>
	(iv) Term/ Tenure: Three years	<b>Fully met</b>
	(v) Powers and functions: As Stipulated in ARI Bye-laws.	<b>Fully met</b>
	(vi) Whether their meetings are open to the public?	<b>Not met</b>

		(vii) Whether the minutes of the meetings are open to the public?	<b>Not met</b>
		(viii) Place where the minutes if open to the public are available?	<b>Not met</b>
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	Name and designation available on link <a href="http://aripune.org/right-to-information/">http://aripune.org/right-to-information/</a>	<b>Fully met</b>
		(i) Telephone , fax and email ID Detailed Information available on link <a href="http://aripune.org/right-to-information/">http://aripune.org/right-to-information/</a> <b>Annexe-E, Annexe-E1</b>	<b>Fully met</b>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration Detailed Information available on link <a href="http://aripune.org/right-to-information/">http://aripune.org/right-to-information/</a> <b>Annexe-E</b>	<b>Fully met</b>
		(ii) System of compensation as provided in its regulations As per DOPT orders	<b>Fully met</b>
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  Dr. S.N.Kulkarni,CPIO Dr.P.K.Dhakephalkar, Appellate Authority	<b>Fully met</b>
		(ii) Address, telephone numbers and email ID of each designated official. Dr. S.N.Kulkarni- (020) 25325023 Dr.PK.Dhakephalkar- (020) 25325096	<b>Fully met</b>

1.1 1	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	<b>Not met</b>
		(ii) Finalised for Minor penalty or major penalty proceedings	<b>Not met</b>
1.1 2	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	<b>Not met</b>
		(ii) Efforts to encourage public authority to participate in these programmes	<b>Not met</b>
		(iii) Training of CPIO/APIO	<b>Fully met</b>
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	<b>Fully met</b>
1.1 3	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	The employees of the Institute shall be liable for transfer whenever Institute has established facilities.	<b>Not met</b>

## 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 <b>MACS- Agharkar Research Institute- Pune- 411004 Budget for the year 2017-18- Rs 3,105/- lakh</b>	Partially met
		(ii) Budget for each agency and plan & programmes	Partially met
		(iii) Proposed expenditures – <b>Rs 3,105 lakh</b>	Partially met
		(iv) Revised budget for each agency, if any	Partially met
		(v) Report on disbursements made and place where the related reports are available	Fully met
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Partially met
		(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	Not met
		(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	Fully met

		procurement or works contract is to be executed.	
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<b>Not met</b>
		(ii) Objective of the programme	<b>Not met</b>
		(iii) Procedure to avail benefits	<b>Not met</b>
		(iv) Duration of the programme/ scheme	<b>Not met</b>
		(v) Physical and financial targets of the programme	<b>Not met</b>
		(vi) Nature/ scale of subsidy /amount allotted	<b>Not met</b>
		(vii) Eligibility criteria for grant of subsidy	<b>Not met</b>
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	<b>Not met</b>
<b>2.4</b>	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	<b>Not met</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	<b>Not met</b>
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	<b>Not met</b>
		(ii) For each concessions, permit or authorization granted <ul style="list-style-type: none"> <li>a) Eligibility criteria</li> <li>b) Procedure for getting the concession/ grant and/ or permits of authorizations</li> <li>c) Name and address of the recipients given concessions/ permits or authorisations</li> <li>d) Date of award of concessions /permits of authorizations</li> <li>e)</li> </ul>	<b>Not met</b>

<b>2.6</b>	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<b>Not met</b>
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### 3. Publicity Band Public interface

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully/ partially met)</b>
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of  [Section 4(1)(b)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<b>Not met</b>
(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		<b>Not met</b>	
Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any		<b>Not met</b>	
(ii) Detailed project reports (DPRs)		<b>Not met</b>	
(iii) Concession agreements.		<b>Not met</b>	
(iv) Operation and maintenance manuals		<b>Not met</b>	
(v) Other documents generated as part of the implementation of the PPP		<b>Not met</b>	
(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the		<b>Not met</b>	

		government	
		(vii) Information relating to outputs and outcomes	<b>Not met</b>
		(viii) The process of the selection of the private sector party (concessionaire etc.)	<b>Not met</b>
		(ix) All payment made under the PPP project	<b>Not met</b>
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) I]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	<b>Not met</b>
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	<b>Not met</b>
		Outline the arrangement for consultation before formulation of policy	<b>Not met</b>
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	<b>Not met</b>
		(i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	<b>Not met</b>
		(i) Electronic format	
		(ii) Printed format	<b>Not met</b>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available	<b>Not met</b>
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	<b>Not met</b>

#### 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. 15.4.2013]	(i) English	Partially met
		(ii) Vernacular/ Local Language	Not-met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Fully met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Partially met
		(ii) Name/ title of the document/record/ other information	Not-met
		(iii) Location where available	Not-met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Not-met
		(ii) Details of information made available	Not-met
		(iii) Working hours of the facility	Not-met
		(iv) Contact person & contact details (Phone, fax email)	Not-met



4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>Fully met (Public Grievance Portal)</b>
		(ii) Details of applications received under RTI and information provided <b>Available at <a href="https://rtionline.gov.in/RTIMIS/login/index.php">https://rtionline.gov.in/RTIMIS/login/index.php</a></b>	<b>Fully met</b>
		(iii) List of completed schemes/ projects/ Programmes	<b>Not-met</b>
		(iv) List of schemes/ projects/ programme underway	<b>Not-met</b>
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>Not-met</b>
		(vi) Annual Report <b>Displayed on website at <a href="http://aripune.org/annual-reports/">http://aripune.org/annual-reports/</a></b>	<b>Fully met</b>
		(vii) Frequently Asked Question (FAQs)	<b>Not-met</b>
		(viii) Any other information such as Citizen's Charter <b>met Available at <a href="http://aripune.org/wp-content/uploads/pdf/CitizensCharter.pdf">http://aripune.org/wp-content/uploads/pdf/CitizensCharter.pdf</a></b>	<b>Fully</b>
		a) Result Framework Document (RFD)	<b>Not-met</b>
		b) Six monthly reports on the	<b>Not-met</b>
c) Performance against the benchmarks set in the Citizen's Charter	<b>Not-met</b>		
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: <b>Available on Website <a href="https://rtionline.gov.in/RTIMIS/login/index.php">https://rtionline.gov.in/RTIMIS/login/index.php</a></b>	<b>Fully met</b>
		(ii) Details of appeals received and orders issued <b>Available on Website <a href="https://rtionline.gov.in/RTIMIS/login/index.php">https://rtionline.gov.in/RTIMIS/login/index.php</a></b>	<b>Fully met</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given : <b>Available on Website <a href="https://rtionline.gov.in/RTIMIS/login/index.php">https://rtionline.gov.in/RTIMIS/login/index.php</a></b>	<b>Fully met</b>

## 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. ½/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs <b>(a) Dr SN Kullkarni,</b> (b) Earlier CPIO & FAAs from 1.1.2015 <b>(b) Dr Vidya Patwardhan</b>	<b>Fully met</b>
		(ii) Details of third party audit of voluntary disclosure  (a) Dates of audit carried out (b) Report of the audit carried out	<b>Not-met</b>
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD  (a) Date of appointment <b>(a) 01 December 2017</b>  (b) Name & Designation of the officers <b>(b) Dr SN Kulkarni, Principal Library and Information Officer)</b>	<b>Fully met</b>
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	<b>Not-met</b>
		(v) Committee of PIOs/FAAs with rich experience in RTI to	<b>Not-met</b>

		<p>identify frequently sought information under RTI</p> <p>(a) Dates from which constituted</p> <p>(b) Name &amp; Designation of the Officers</p>	
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## 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	<b>Necessary information required to be disclosed as per RTI act is available on the website. Also, Bid award details, Tender Inquiries available on the website <a href="http://www.aripune.org">www.aripune.org</a></b>	<b>Fully met</b>
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>	<b>Partially met</b>

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