

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 ht 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. Organization 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) (i)]	(i) Name and address of the Organization	Rani Lakshmi Bai Central Agricultural University (RLBCAU), Near Pahuj Dam, Gwalior Road, Jhansi, Uttar Pradesh, India. 284003
		(ii) Head of the organization	Vice-Chancellor
		(iii) Vision, Mission and key Objectives	The vision of RLBCAU is to establish itself as a centre of excellence with social commitment by integrating modern, scientific and technological knowledge and skills with the basic human ethos and values. The University shall set forth a model in teaching, research and personality development

			<p>and create skilled human resource with a sense of responsiveness towards society, the country and the world at large.</p> <p>Mission :</p> <p>The mission of the university is to be a center of Excellence in teaching, research and extension education in the field of agriculture and allied sciences. RLBCAU is also conscious of the importance of developing entrepreneurial and scholastic abilities for creation of knowledge, wealth and prosperity for the country as well as peace and happiness for human beings.</p> <p>Key Objectives :</p> <ul style="list-style-type: none"> • To impart education in different branches of agriculture and allied sciences as it may deem fit; • To further the advancement of learning and conducting of research in agricultural and allied sciences; • To undertake programmes of extension education particularly in Bundelkhand region; • To promote partnership and linkages with national and international educational institutions; and • To undertake such other activities as it may, from time to time, determine.
		(iv) Function and duties	https://www.rlbcau.ac.in/pdf/RLBCAU_Rules.pdf

		(v) Organization Chart	
		(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)	https://www.rlbcu.ac.in/pdf/RLBCAU_Rules.pdf
		(ii) Power and duties of other employees	https://www.rlbcu.ac.in/pdf/RLBCAU_Rules.pdf
		(iii) Rules/ orders under which powers and duty are derived and	As per Govt. of India rules, orders & regulations.
		(iv) Exercised	As per Govt. of India rules, orders & regulations.
		(v) Work allocation	As per Govt. of India rules, orders & regulations. Link of Pdf.
1.3	Procedure followed in decision making process [Section 4(1) (b) (iii)]	(i) Process of decision making Identify key decision making points	Put up any matter that required action to be taken up, to the competent authority for final decision.
		(ii) Final decision making authority	Board of Management/Vice-Chancellor
		(iii) Related provisions, acts, rules etc.	As per University Act & Statutes.
		(iv) Time limit for taking a decisions, if any	As soon as possible, as per rules, statutes, regulations, etc.
		(v) Channel of supervision and accountability	Proposals are put up by the dealing staff to Competent Authority through superior officer(s) for final disposal of the matter. The matter is accountable by the concerned staff member and superior(s).
1.4	Norms for discharge and functions [Section 4(1) (b) (iv)]	(i) Nature of functions /services offered	As per the nature of GoI
		(ii) Norms/ standards for functions/ service delivery	As per the Act, Statute, Ordinance, Recruitment Rules, UGC.ICAR and GoI Norms/standard for function/delivered to the applicant/doorstep if required.

		(iii) Process by which these services can be accessed	As per the existing process of the University
		(iv) Time-limit for achieving the targets	Depending upon the urgency of matter.
		(v) Process of redress of grievance	Petitions are submitted to the superior officers /competent authority for 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.	As per the Act, Statute, Ordinance, RRs, UGC, ICAR and GoI Rules/Norms
		(ii) List of Rules, regulations, instructions manuals and records.	As per the Act, Statute, Ordinance, RRs, UGC, ICAR and GoI Rules/Norms
		(iii) Acts/ Rules manual etc.	As per the Act, Statute, Ordinance, RRs, UGC, ICAR and GoI Rules/Norms
		(iv) Transfer policy and transfer orders	Not Applicable
1.6	Categories of Documents held by the authority under its control [Section 4(1) (b) (vi)]	(i) Categories of documents	Academic, Administrative, Recruitment, Research, Extension Education, and financial documents.
		(ii) Custodian of documents/ categories	Assigned Staff Members, Controlling officers of the concerned offices. However, Registrar office is the custodian of the records, the common seal and such other property of the University.
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.	<ol style="list-style-type: none"> 1. Board of Management 2. Academic Council 3. Extension Education Council 4. Research Council 5. Finance Committee 6. Building and Works Committee
		(ii) Composition	As per Statutes of Rani Lakshmi Bai Central Agricultural University, Jhansi <ol style="list-style-type: none"> 1. u/s 12- <i>Constitution, powers and functions of the Board of Management</i>

			<ol style="list-style-type: none"> 2. <u>u/s 14- Constitution and powers of the Academic Council</u> 3. <u>u/s 16- Board of Studies</u> 4. <u>u/s 17-Finance Committee</u> 5. <u>u/s 38-Students' Council</u> 6. <u>u/s 43-Constitution and Function of Research Council</u> 7. <u>u/s 44-Constitution and function of the Extension Education Council</u>
		(iii) Dates from which constituted	<ol style="list-style-type: none"> 1. Board of Management 01.07.2022 2. Academic Council 26.11.2021 3. Finance Committee 04.07.2022 4. Research Council 05.04.2022 5. Extension Education Council 06.04.2020 6. Building and Works Committee 06.07.2016 etc.
		(iv) Term/ Tenure	<ol style="list-style-type: none"> 1. Board of Management- 3 Years 2. Academic Council- 3 Years 3. Finance Committee- 3 Years 4. Research Council- 3 Years 5. Extension Education Council- 3 Years 6. Building and Works Committee 3 years, etc.
		(v) Powers and functions	<p>As per Statutes of Rani Lakshmi Bai Central Agricultural University, Jhansi</p> <ol style="list-style-type: none"> 1. <u>u/s 12- Constitution, powers and functions of the Board of Management</u> 2. <u>u/s 14- Constitution and powers of the Academic Council</u> 3. <u>u/s 16- Board of Studies</u> 4. <u>u/s 17-Finance Committee</u> 5. <u>u/s 38-Students' Council</u>

			<p>6. <u>u/s 43-Constitution and Function of Research Council</u></p> <p>7. <u>u/s 44-Constitution and function of the Extension Education Council</u></p>
		(vi) Whether their meetings are open to the public?	As and when required
		(vii) Whether the minutes of the meetings are open to the public?	As and when required
		(viii) Place where the minutes if open to the public are available?	Depending upon the matter, any suitable place.
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Link
		(ii) Telephone, fax and email ID	Link
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	Link
		(ii) System of compensation as provided in its regulations	N.A.
1.10	Name, designation and other particulars of public information	(i) Name and designation of the public information officer (PIO), Assistant Public Information(s) & Appellate Authority	CPIO's Name & Designation - Miss Sanskriti Tripathi, Assistant Registrar (Legal) First Appellate Authority Name & Designation- Dr. Mukesh Srivastava, Registrar

	officers [Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	Rani Lakshmi Bai Central Agricultural University, Jhansi -284 003, Uttar Pradesh Telephone: 0510 -2730555 e-mail: arlegal.rlbcau@gmail.com registrar.rlbcau@gmail.com
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	None
		(i) Pending for Minor penalty or major proceedings	
		(ii) Finalized for Minor penalty or major proceedings	None
1.12	Programmes to advance understanding of RTI [Section 26]	(i) Education programmes	-
		(ii) Efforts to encourage public authority to participate in these programmes	-
		(iii) Training of CPIO/APIO	-
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Updated and published in the university website.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		N.A.

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 public authority	Annual Report https://www.rlbcu.ac.in/rlbcu_annual_reports.php
		(ii) Budget for each agency and plan & programmes	Annual Report https://www.rlbcu.ac.in/rlbcu_annual_reports.php
		(iii) Proposed expenditures	Annual Report https://www.rlbcu.ac.in/rlbcu_annual_reports.php
		(iv) Revised budget for each agency, if any	Annual Report https://www.rlbcu.ac.in/rlbcu_annual_reports.php
		(v) Report on disbursements made and place where the related reports are available	Annual Report https://www.rlbcu.ac.in/rlbcu_annual_reports.php
2.2	Foreign and domestic tours [F No. 1/8/2012- IR dt. 11.9.2012]	(i) Budget	Shall be displayed in the RLBCAU, Jhansi Website
		(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) Place 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,	1) GeM/2022/B/2440970 dated: 16.08.2022 (Purchase of Beekeeping Equipments and honey bee colonies under RKVY Project) 2) GeM/2022/B/2397899 dated: 30.07.2022 (Purchase of farm implements)

			3) GeM/2022/B/2078661 dated: 30.03.2022 (Purchase of Agriculture implements)
		b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	Annexure-1
		c) The works contracts concluded- in any such combination of the above-and	NBCC (India)
		d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	Annexure-1
2.3	Manner of execution of subsidy programme [Section 4(1) (b) (xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable
		(iv) Duration of the programme/scheme	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable
		(vi) Nature/scale of subsidy/amount allotted	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Not Applicable
2.4	Discretionary and non-discretionary grants [F No. 1/6/2011- IR dt. 15.4.2013]	(i) Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Annual Accounts are being prepared by the University in the prescribed format of Non-Profit Organizations. Since, its establishment regular transaction audit up to 2020-21 and SAR up to 2021-22 completed.
2.5	Particulars of	(i) Concessions, permits or authorizations	Not Applicable

	recipients concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	granted by public authority (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	Not Applicable
2.6	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.	No CAG/PAC Paras and observations on ATRs are outstanding against the University.

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 thereof [Section 4(1) (b) (vii)] [F No. 1/6/2011- IR dt. 15.4.2013]	<p>Arrangement for consultations with or representation by the members of the public</p> <ul style="list-style-type: none"> (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii) Arrangements for consultation with or representation by <ul style="list-style-type: none"> a) Members of the public in policy formulation/ policy implementation b) Day & Time allotted for visitors c) Contract details of Information & Frequently sought by RTI applicants <p>Public-Private partnerships (PPP)</p> <ul style="list-style-type: none"> (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.) 	<p>N.A.</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>.....</p> <p>RLBCAU Annual Report available on the website www.rlbcu.ac.in.</p> <p>-</p>

		(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	
		(ii) Outlines the Public consultation process	-
		(iii) Outlines the arrangement for consultation before formulation of policy	-
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)	www.rlbcu.ac.in
3.4	Form of accessibility of information manual/handbook [Section 4(1) (b)]	Information manual/handbook available in (i) Electronic Format	Manuals made available in electronic format on the University's website from time to time
		(ii) Printed Format	RLBCAU Annual Report, Agri-Life, Newsletter etc.
3.5	Whether information manual/handbook available free of cost or not [Section 4(1) (b)]	List of material available (i) Free of Cost	Available on University website.
		(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 [Section 4(1) (b) (vii)] [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English	Yes
		(ii) Vernacular/Local Language	Hindi
4.2	When was the information Manual /Handbook last updated? [Section 4(1) (b) (vii)] [F No. 1/6/2011- IR dt. 15.4.2013]	Last Date of Annual updationSeptember, 2022
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 the facilities available to citizen for obtaining information [Section 4(1) (b) (xv)]	(i) Name & location of the faculty	Rani Lakshmi Bai Central Agricultural University (RLBCAU), Near Pahuj Dam, Gwalior Road, Jhansi, Uttar Pradesh, India. 284003
		(ii) Details of information made available
		(iii) Working hours of the facility	10 am to 05 pm
		(iv) Contact person & contact details (Phone, fax and	Registrar,

		email)	Rani Lakshmi Bai Central Agricultural University, Jhansi -284 003, Uttar Pradesh Telephone: 0510 -2730555 e-mail: registrar.rlbcu@gmail.com
4.5	Such other information as may be prescribed under section [Section 4(1) (b) (xviii)]	(i) Grievance redressal mechanism	https://www.rlbcu.ac.in/pdf/GRC.pdf
		(ii) Details of applications received under RTI and information provided	
		(iii) List of completed schemes/projects/ Programmes	Link
		(iv) List of schemes/ projects/programme underway	Link
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	Link
		(vii) Frequently Asked Question (FAQs)	Link
		(viii) Any other information such as	
		Citizen's Charter	
		Result Framework Document (RFD)	
Six monthly reports on the			
Performance against the benchmarks set in the Citizen's Charter			
4.6	Receipt & Disposal of RTI applications & appeals [F No. 1/6/2011- IR d t. 15.4.2013]	(i) Details of applications received and disposed	Link
		(ii) Details of appeals received and orders issued	NIL
4.7	Replies to questions asked in the parliament [Section 4(1) (d) (ii)]	Details of questions asked and replies given	All Answered Link

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. 1/6/2011- IR d t. 15.4.2013]	(i) Name & details of (a) Current CPIO & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) CPIO's Name & Designation - Ms. Sanskriti Tripathi, Assistant Registrar (Legal) e-mail: arlegal.rlbcau@gmail.com First Appellate Authority Name & Designation- Dr. Mukesh Srivastava, Registrar, Rani Lakshmi Bai Central Agricultural University, Jhansi -284 003, Uttar Pradesh Telephone: 0510 -2730555 e-mail registrar.rlbcau@gmail.com (b) CPIO's Name & Designation - Dr. Anshuman Singh, Scientist asinghrlbcau@gmail.com Earlier First Appellate Authority Name & Designation- Dr. Mukesh Srivastava, Registrar Rani Lakshmi Bai Central Agricultural University, Jhansi -284 003, Uttar Pradesh Telephone: 0510 -2730555 e-mail

			registrar.rlbcou@gmail.com
		(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	02.08.2022 Mr. Martand Pratap, Deputy Registrar
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclose (a) Dates from which constituted (b) Name & Designation of the officers	-
		(v) 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	-

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	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	