

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. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Health & Family Welfare, Punjab www.health.punjab.gov.in
		(ii) Head of the organization	Director, Department of Health & Family Welfare Punjab.
		(iii) Vision, Mission and Key objectives	
		(iv) Function and duties	The Health and Family Welfare Department is committed to provide preventive, Promotive and curative Health Services to the people of the State through a good network of medical institutions such as sub-centers, subsidiary health centers (dispensaries/Clinics etc.), primary health centers, community health centers, Sub-Divisional and Distt. Hospitals, Government Medical & Dental Colleges.
		(v) Organization Chart	Annexure-A
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial andjudicial)	Annexure-B
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	The Department functions as per the rules laid by the Punjab Government.
		(iv) Exercised	As per rules
		(v) Work allocation	Annexure-A

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	The Departmental decisions are taken by the officials as per the rules of the Punjab Govt. The Key decision making point is Director, Department of Health & Family Welfare Punjab.
		(ii) Final decision making authority	Director, Department of Health & Family Welfare Punjab.
		(iii) Related provisions, acts, rules etc.	As per Punjab Govt. Rules.
		(iv) Time limit for taking a decisions, if any	It varies as per the subject matter of the information.
		(v) Channel of supervision and accountability	Annexure-A
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The Department provides health services to people of Punjab.
		(ii) Norms/ standards for functions/ service delivery	As per rules
		(iii) Process by which these services can be accessed	As per rules
		(iv) Time-limit for achieving the targets	As per subject matter of information.
		(v) Process of redress of grievances	All the matter related to citizen's grievances are taken up by the departmental officials as per rules.
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.	The Department deals with all the records which are related to Health & Family Welfare issues of Punjab State.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	As per Govt. Rules.
		(iv) Transfer policy and transfer orders	It is done as per the Director of HOD
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	The Department has various categories of documents which relates to Health & Family Welfare issues of the Punjab State.
		(ii) Custodian of documents/categories	Concerned branch in-charge.
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.	N.A
		(ii) Composition	N.A
		(iii) Dates from which constituted	N.A
		(iv) Term/ Tenure	N.A
		(v) Powers and functions	N.A
		(vi) Whether their meetings are open to the public?	N.A
		(vii) Whether the minutes of the meetings are open to the public?	N.A
		(viii) Place where the minutes if open to the public are available?	N.A
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Annexure- C
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers	(i) List of employees with Gross monthly remuneration	Annexures attached (Employees Name List and Pay report with scale of all categories.

	& employees including system of compensation [Section 4(1) (b) (x)]	(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 officers (ii) Address, telephone numbers and email ID of each designated official.	PIO Annexure-E
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	N.A N.A
1.12	Programmes 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 & publish guidelines on RTI by the Public Authorities concerned	Currently there are no trainings of such nature. However the department is interested to avail trainings on RTI.

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (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 	Annexure-F
2.2	Foreign and domestic tours during 2019-20	<ul style="list-style-type: none"> (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. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	N.A
		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> 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. 	N.A
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<ul style="list-style-type: none"> (i) Name of the programme or 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 	N.A
		<ul style="list-style-type: none"> (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc) 	N.A
2.4	Discretionary and non-discretionary grants.	<ul style="list-style-type: none"> (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 authorities 	There are various schemes under which the allocations are given. N.A.

2.5	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	N.A
		(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 authorisations d) Date of award of concessions /permits of authorizations	N.A
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	There is separate branch which deals with audit matters.

3. Publicity Band Publicinterface

S. No.	Item	Details of disclosure	Particulars
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)]	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	N.A
		(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	N.A
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N.A
		(ii) Detailed project reports(DPRs)	N.A
		(iii) Concession agreements.	N.A
		(iv) Operation and maintenance manuals	N.A
		(v) Other documents generated as part of the implementation of the PPP	N.A
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	N.A
		(vii) Information relating to outputs and outcomes	N.A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N.A
(ix) All payment made under the PPP project	N.A		
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	N.A
		(ii) Outline the Public consultation process	N.A
		(iii) Outline the arrangement for consultation before formulation of policy.	N.A

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.health.punjab.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronicformat	N.A
		(ii) Printedformat	N.A
3.5	Whether information manual/ handbook available free of cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	N.A
		(ii) At a reasonable cost of the medium	N.A

4. E. Governance

S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	N.A
		(ii) Vernacular/ Local Language	N.A
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	N.A
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	All the information is available on department website www.health.punjab.gov.in
		(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 & location of the facilities	All the departmental services are available in the office premises during working hours. working time 9 AM to 5 PM Contact details - Annexure-E
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, faxemail)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	As per Departmental Rules
		(ii) Details of applications received under RTI and information provided	In the year 2019 the RTI branch received 945 cases and in year 2020 total 980 cases were received. The cases received In year 2019 and 2020 in RTI Branch were send to the concerened branches/Civil Surgeons.
		(iii) List of completed schemes/projects/ Programmes	N.A
		(iv) List of schemes/ projects/programme underway	N.A
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N.A
		(vi) Annual Report	N.A
		(vii) Frequently Asked Question (FAQs)	N.A

		(viii) Any other information such as a) Citizen's Charter	N.A.
		c) Six monthly reports loaded on the website or not	N.A.
		d) Performance against the benchmarks set in the Citizen's Charter	N.A.
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	In the year 2019 the RTI branch received 945 cases and in year 2020 total 980 cases were received. The cases received In year 2019 and 2020 in RTI Branch were send to the concerned branches/Civil Surgeons.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	The Parliamentary questions related to Health and Family Welfare Department are frequently asked and replied by the department accordingly.

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	As per Annexure-E
		(ii)	Details of third party audit of voluntary disclosure	Third party audit correct out on 29.09.2021
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	N.A
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N.A
			(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	N.A
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		www.health.punjab.gov.in