

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-organsiation 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/parti ally met/ not met- Not applicable will be treated as fully met/parti ally met)	Link of particular detail in Department Website (i.e. tiharprisons.delhi.gov.in)

1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Fully met	https://tiharprisons.delhi.gov.in/
		(ii) Head of the organization	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/contact-us
		(iii) Vision, Mission and Key objectives	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_1_updated_org.pdf
		(iv) Function and duties	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_2.pdf
		(v) Organization Chart	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/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	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_1_updated_org.pdf
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)	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_2.pdf
		(ii) Power and duties of other employees	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_2.pdf
		(iii) Rules/ orders under which powers and duty are derived and	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/acts-rules
		(iv) Exercised	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/acts-rules
		(v) Work allocation	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/acts-rules

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_3.pdf
		(ii) Final decision making authority	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_3.pdf
		(iii) Related provisions, acts, rules etc.	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/acts-rules
		(iv) Time limit for taking a decisions, if any	Not applicable	Not applicable
		(v) Channel of supervision and accountability	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_3.pdf
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_4.pdf
		(ii) Norms/ standards for functions/ service delivery	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_4.pdf
		(iii) Process by which these services can be accessed	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_4.pdf
		(iv) Time-limit for achieving the targets	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_4.pdf
		(v) Process of redress of grievances	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_4.pdf
1.5	Rules, regulations, instructions manual and re	(i) Title and nature of the record/ manual /instruction.	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_5.pdf

	cords for discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records.	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_5.pdf
		(iii) Acts/ Rules manuals etc.	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/acts-rules
		(iv) Transfer policy and transfer orders	Fully met	https://tiharprisons.delhi.gov.in/transfer-orders
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_6.pdf
		(ii) Custodian of documents / categories	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_6.pdf
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.	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(ii) Composition	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(iii) Dates from which constituted	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(iv) Term/ Tenure	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(v) Powers and functions	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(vi) Whether their meetings are open to the public?	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_8_updated.pdf
		(vii) Whether the minutes of the meetings are open to the public?	Fully met	https://tiharprisons.delhi.gov.in/minutes-of-meeting

		(viii) Place where the minutes if open to the public are available?	Fully met	https://tiharprisons.delhi.gov.in/minutes-of-meeting
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_9_updated.pdf
		(ii) Telephone , fax and email ID	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_9_updated.pdf
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	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_10_updated.pdf
		(ii) System of compensation as provided in its regulations	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/ca.pdf
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	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/rti_manual_16_a.pdf
		(ii) Address, telephone numbers and email ID of each designated official.	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/rti_manual_16_a.pdf
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	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/vigilance-cases
		(i) Pending for Minor penalty or major penalty proceedings		
		(ii) Finalised for Minor penalty or major penalty proceedings	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/vigilance-cases
1.12	Programmes to advance understanding of RTI	(i) Educational programmes	Partially met	https://tiharprisons.delhi.gov.in/tiharprisons/educational-facilities

	(Section 26)	(ii) Efforts to encourage public authority to participate in these programmes	Not met	Not met
		(iii) Training of CPIO/APIO	Partially met	https://tiharprisons.delhi.gov.in/sites/default/files/circulars-orders/870-892.pdf
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not Applicable	Not Applicable
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		Partially met	https://tiharprisons.delhi.gov.in/transfer-orders

2. Budget and Programme

S.N o.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)	Link of particular detail in Departments Website (i.e. www.tiharprisons.nic.in)
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	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_11_updated.pdf
		(ii) Budget for each agency and plan & programmes	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_11_updated.pdf
		(iii) Proposed expenditures	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_11_updated.pdf
		(iv) Revised budget for each agency, if any	Not Applicable	Not Applicable
		(v) Report on disbursements made and place where the related reports are available	Not met	Not met
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_11_updated.pdf

		(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	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	https://tiharprisons.delhi.gov.in/tenders

		procurement or works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable	Not Applicable
		(ii) Objective of the programme	Not Applicable	Not Applicable
		(iii) Procedure to avail benefits	Not Applicable	Not Applicable
		(iv) Duration of the programme/ scheme	Not Applicable	Not Applicable
		(v) Physical and financial targets of the programme	Not Applicable	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not Applicable	Not Applicable
		(vii) Eligibility criteria for grant of subsidy	Not Applicable	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not Applicable	Not Applicable
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	Not Applicable	Not Applicable
		(ii) Annual accounts of all legal entities who are	Not Applicable	Not Applicable

		provided grants by public authorities		
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	Not Applicable	Not Applicable
		(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	Not Applicable	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.	Not Applicable	Not Applicable

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)	Link of particular detail in Departments Website (i.e. www.tiharprisons.nic.in)
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 consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/delhi_jail_manual-2018_english.pdf
		(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	Not Applicable	Not Applicable

		Public- private partnerships (PPP)	Not Applicable	Not Applicable
		(i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable	Not Applicable
		(ii) Detailed project reports (DPRs)	Not Applicable	Not Applicable
		(iii) Concession agreements.	Not Applicable	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable	Not Applicable
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;	Not met	Not met
		(i) Policy decisions/ legislations taken in the previous one year	Not met	Not met
		(ii) Outline the Public consultation process	Not met	Not met

		(iii) Outline the arrangement for consultation before formulation of policy	Not met	Not met
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)	Fully met	https://tiharprisons.delhi.gov.in/
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/delhi_jail_manual-2018_english.pdf
		(ii) Printed format	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/delhi_jail_manual-2018_english.pdf
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Not met	Not met
		(ii) At a reasonable cost of the medium	Not Applicable	Not Applicable

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)	Link of particular detail in Departments Website (i.e. www.tiharprisons.nic.in)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/delhi_jail_manual-2018_english.pdf
		(ii) Vernacular/ Local Language	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/delhi_jail_manual_2018_hindi.pdf
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt15.4.2013]	Last date of Annual updation	Not met	Not met
4.3	Information available in electronic form	(i) Details of information available in electronic form	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_14.pdf

	[Section 4(1)(b)(xiv)]	(ii) Name/ title of the document/record/ other information	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_14.pdf
		(iii) Location where available	Fully met	https://tiharprisons.delhi.gov.in/
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_9_updated.pdf
		(ii) Details of information made available	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_15.pdf
		(iii) Working hours of the facility	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_15.pdf
		(iv) Contact person & contact details (Phone, fax email)	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_9_updated.pdf
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/manual_1_updated_org.pdf
		(ii) Details of applications received under RTI and information provided	Fully met	https://tiharprisons.delhi.gov.in/rti/details-monthly-receival-and-disposal-right-information-applications
		(iii) List of completed schemes/ projects/ Programmes	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/recreational-facilities
		(iv) List of schemes/ projects/ programme underway	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/recreational-facilities
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Partially met	https://tiharprisons.delhi.gov.in/tenders
		(vi) Annual Report	Partially met	https://tiharprisons.delhi.gov.in/tiharprisons/annual-review-2013
		(vii) Frequently Asked Question (FAQs)	Fully met	https://tiharprisons.delhi.gov.in/faqs
		(viii) Any other information such as a) Citizen's Charter	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/citizen-charter

		b) Result Framework Document (RFD)	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/citizen-charter
		c) Six monthly reports on the	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/citizen-charter
		d) Performance against the benchmarks set in the Citizen's Charter	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/citizen-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 disposed	Fully met	Details of Monthly Receival and Disposal of Right To Information Applications Central Jail
		(ii) Details of appeals received and orders issued	Fully met	Right to Information Replies and Appeal Replies Central Jail
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Partially met	https://tiharprisons.delhi.gov.in/tiharprisons/lok-sabha

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/parti ally met/ not met- Not applicabl e will be treated as fully met/parti ally met)	Link of particular detail in Departments Website (i.e. www.tiharprisons.nic.in)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/Tiharprisons/generic_multiple_files/rti_mannual_16_a.pdf
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Fully met	https://tiharprisons.delhi.gov.in/tiharprisons/web-audit-report-2023-2024
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Fully met	https://tiharprisons.delhi.gov.in/sites/default/files/circulars-orders/75412.pdf

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not met	Not met
		(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	Not met	Not met

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)	Link of particular detail in Departments Website (i.e. www.tiharprisons.nic.in)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully met	https://tiharprisons.delhi.gov.in/
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.	Not met	Not met
		(ii) Does the website show the certificate on the Website?	Not met	Not met
